

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

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

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 3 Requirements

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

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

In Permit Year 3, the Town refined the outfall mapping by identifying mapped outfall points that are culverts, BMP inlets, or private, which reduced the total number of MS4 outfalls. This is summarized in Part III. Due to COVID-19 and a significant backlog of work for the Highway Department staff that would typically assist with the outfall investigations, as well as unusually wet spring/summer conditions, dry weather screening will be completed in Permit Year 4 for the MS4 outfalls (fewer than 40 outfalls), and the priority ranking will be updated using information collected during field work conducted during field work. Note also that outfall mapping was completed under the 2003 General Permit to develop Boylston's initial outfall inventory, and field inspections and screening was conducted.

Boylston's current Conservation Commission Rules & Regulations for Stormwater are largely compliant with the 2016 Small MS4 General Permit but additional clarifications and specifics are needed to meet the more stringent post-construction requirements since the MA Stormwater Handbook update has been delayed. Boylston updated the Rules & Regulations for Stormwater for consistency with the General Permit

requirements in Permit Year 3. The updated Regulations were presented at the August 16, 2021 Conservation Commission meeting for public and Commission comment. The updated Regulations are anticipated to be adopted at a Fall 2021 Conservation Commission public meeting.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - This is not applicable because we do not have sanitary sewer
 - This is not applicable because we did not find any new SSOs
 - The updated SSO inventory is attached to the email submission
 - The updated SSO inventory can be found at the following website:
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

-The Town has determined that no facilities located within the MS4 require a site-specific SWPPP.
 -The Town's "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance" includes maintenance procedures for Town facilities and MS4 infrastructure, which are implemented to the maximum extent practicable.
 -In addition to the Highway Department's typical BMP inspections, DCR staff also completed 4 inspections at BMPs within the Wachusett Reservoir watershed during Permit Year 3.

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:

Phosphorus Good Housekeeping: All streets are swept annually in the spring. The Highway Department also sweeps priority areas more frequently. There are fewer than ten municipal streets within the area of Boylston's MS4 and the Assabet River watershed, many of which are low travel residential streets. The Town did not sweep all streets within this area two times in Permit Year, but plans to sweep these streets in Fall 2021.

Lake and Pond Phosphorus TMDL

- Completed the funding source assessment

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

The preliminary funding source assessment, based on discussions with Town staff during development of the "Legal Analysis" component of the LPCP, calls for the continuation of use of General Fund and Conservation Commission fees for stormwater program compliance, including sweeping, catch basin cleaning, and planning. This will be re-evaluated in Permit Year 5 once the costs and schedule of the LPCP are known.

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:

Boylston's NOI listed water quality impairments and TMDLs for the Town's receiving waters based on the 2014 303(d) List. The Town evaluated changes to the impairments and/or receiving waters based on the final 2016 303(d) List and the analysis is included in the Town's Permit Year 2 Annual Report and available in the Town's SWMP.

In September 2020, the Town's stormwater consultant completed field investigations to refine the MS4 outfall mapping. Based on these investigations, the Town removed outfall points from the inventory because the mapped infrastructure was a culvert, BMP inlet, or private, and added a few previously unmapped outfalls. Changes to receiving waters will be evaluated prior to dry weather screening outfall investigations in Permit Year 4.

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:Education and Outreach to Residents - Stormwater Committee Webpage

Message Description and Distribution Method:

The Town's Stormwater Committee webpage contains information on dog waste and surface water quality, Massachusetts Watershed Protection Act, phosphorus-free fertilizer use, stormwater basins and importance of routine maintenance, proper car washing procedures, swimming pools and surface water quality, household stormwater pollution prevention, the "Fowl Water" video, and a link to an EPA website about nutrient pollution. The page also includes information about the Town's MS4 program, including the SWMP, stormwater bylaws, and Years 1 and 2 annual reports.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Stormwater Committee page and its resources are available to all visitors of the Town's website.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:Education and Outreach to Residents - Social Media

Message Description and Distribution Method:

Multiple Town Departments and volunteer groups have active Facebook pages, including the Highway Department and Keep Boylston Beautiful volunteer group, where leaf litter collection, yard waste collection, and cleanup events are advertised. The Boylston Highway Department announced on October 5, 2020 and April 5, 2021 that the Town will be accepting Fall and Spring yard waste at the Highway Garage. The Keep Boylston Beautiful Facebook page announced results of the Spring Clean Up on April 25, 2021.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

606 people follow the Boylston Highway Department Facebook page and 464 people follow the Keep Boylston Beautiful Facebook page. Followers of these Facebook pages are reached by this messaging. Fall yard waste post received 8 likes and 2 comments. Spring yard waste post received 3 likes and 3 shares. Clean up event post received 14 likes, 1 comment, and 4 shares.

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:Education and Outreach to Residents - Coordination with DCR

Message Description and Distribution Method:

The DCR has created activity guides and kiosk posters that are available on watershed education web pages. Additionally, there are Stormwater Pollution Prevention, Virtual Reservoir Tour, and Watershed Wildlife videos available to watch. The Stormwater Pollution Prevention video discusses stormwater, pollutants in stormwater, watershed protection, and stormwater BMPs. These educational materials are available to all Boylston residents.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The online activity guides created by DCR are available to all visitors of the DCR's webpage. The Stormwater Pollution Prevention video was 194 views and 1 like.

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:Education and Outreach to Residents - Fall Message

Message Description and Distribution Method:

A post about proper management of leaf litter was posted to the Town's website, including a description of best practices and links to the following educational materials: "Keep Boylston's Roads Pristine and Waters

Clean", "Be a Leaf Hero", and "Rake up leaves to prevent flooding!".

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

This message was sent to all subscribers of the Town News bulletin, as well as available to visitors of the Stormwater webpage.

Message Date(s): October 28, 2020

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:Education and Outreach to Residents - Spring Message

Message Description and Distribution Method:

The Town posted a message to the Town website encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers. This message also appears on the Town website homepage.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

This message was sent to all subscribers of the Town News bulletin, as well as available to visitors of the Stormwater webpage.

Message Date(s): May 17, 2021

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

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 Stormwater Management Plan (SWMP) is publicly available for review and input on the Town's Stormwater Committee website.

A Conservation Commission public meeting was held to discuss the updates to the Rules & Regulations for Stormwater on August 16, 2021. State Public Notice requirements were followed for these meetings.

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 of Boylston has created a Keep Boylston Beautiful volunteer organization to raise awareness on the issue of town littering and pollution. Keep Boylston Beautiful conducted an annual Town-wide clean up in Permit Year 3 with the aid of local volunteers. A Spring clean up was conducted on April 24 and 25, 2021.
- The Town offered Fall and Spring yard waste drop off for four days in October 2020 and three days in April and May 2021.
- Boylston is a member community of the Wachusett Watershed Regional Recycling Center. The Recycling Center held special collection days on October 17, 2020 and April 24, 2021, where residents can properly dispose of their household hazardous waste for a small fee.

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:

In September 2020, the Town's stormwater consultant completed field investigations to refine the MS4 outfall mapping. Based on these investigations, the Town removed outfall points from the inventory because the mapped infrastructure was a culvert, BMP inlet, or private, and added a few previously unmapped outfalls. Changes to receiving waters will be evaluated prior to dry weather screening outfall investigations in Permit Year 4. The Town will continue to improve the mapping as modifications are made and the IDDE Program is

implemented.

Screening of Outfalls/Interconnections

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

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

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

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

Percent of outfalls screened:

Optional: Provide additional information regarding your outfall/interconnection screening:

In Permit Year 3, the Town refined the outfall mapping. The Town has contracted with a consultant to complete outfall investigations and dry weather screening in Permit Year 4 for the MS4 outfalls (fewer than 40 outfalls), and the priority ranking will be updated using information collected during field work. Outfalls in the 2000 urbanized area were previously screened under the 2003 General Permit. The result was 1 illicit connection removed from a basement drain.

Catchment Investigations

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

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

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

IDDE Progress

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The Town is working to complete the removal and disposal of a large tire stockpile that was discovered in March 2021. See the attached removal report.

Employee Training

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

5 Highway Department staff completed a virtual IDDE Refresher training on September 10, 2020. 4 key Highway Department staff completed a training on June 10, 2021 to review MS4 Good Housekeeping and Pollution Prevention requirements and reducing and preventing pollutant runoff from municipal activities.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

The quantities listed above are based on Conservation Commission permitting.
The DCR conducts additional inspections at construction sites within the Wachusett Reservoir watershed. No violations were noted at sites in Boylston this year.

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

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received:

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

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:

Preparation for the Street Design and Parking Lots Report has not yet begun as this requirement is due in 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:

Preparation for the Green Infrastructure Report has not yet begun as this requirement is due in 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:

Preparation for the Retrofit Properties Inventory has not yet begun as this requirement is due in Permit Year 4.

MCM6: Good Housekeeping

Catch Basin Cleaning

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

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

No catch basins were more than 50% full during cleaning events.

Street Sweeping

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

Number of miles cleaned:

Volume of material removed: [Select Units]

Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed:

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

There are no facilities located within the MS4 that require a SWPPP.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

DCR staff conduct monthly monitoring that captures both wet and dry weather conditions at 3 stream locations in Boylston, including Boylston Brook, French Brook, and Malagasco Brook. The parameters tested are: alkalinity, pH, temperature, dissolved oxygen, total nitrogen, total phosphorus, total organic carbon, E. coli, turbidity, specific conductance, chloride, mean daily discharge, and total monthly discharge.

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Catch Basin Cleaning: There are 530 Town-owned catch basins, approximately 200 of which are located inside the MS4 permitted area. All catch basins in the MS4 are cleaned annually. Note that the number of catch basins cleaned is an estimate. The volume of material removed is estimated to be 15-20 cubic yards.

Street Sweeping: The reported miles of streets swept includes streets outside of the urbanized area.

COVID-19 Impacts

Optional: If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

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

Annual Requirements

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

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

The Town acknowledges the General Permit Year 4 requirements and intends to complete as many activities as possible based on funding and staff availability.

Part V: Certification of Small MS4 Annual Report 2021

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]