

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 process of screening all outfalls/interconnections, behind schedule due to COVID-related delays and staff shortage. Due to the potential contamination of outfall water with human waste and the spread of COVID-19 in human waste we did not collect samples between March 2020 and April 2021.

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:

Some employees have been trained. Some employee training has been postponed due to COVID-19, but plans to be completed in permit Year 4.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

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

Very few septic systems in Chelmsford. We did share information regarding septic tank inspection and maintenance on the DPW Facebook page. We plan on providing information specifically to septic system owners in Year 4.

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

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

Have not begun Phosphorus Source Identification Report, but it will be completed by year 4 of the permit. Report will include potential BMP retrofit properties.

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

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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

Currently still in the process of collecting data to complete catch basin maintenance prioritization. Behind schedule due to Covid. Due to the potential contamination of catch basins with human waste and the spread of COVID-19 in human waste we did not perform routine inspections between March 2020 and April 2021. Although prioritization is still underway, catch basins in high sediment areas are cleaned more frequently.

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:

See changes made to Impaired Waters since NOI Table here:

<https://www.townofchelmsford.us/DocumentCenter/View/13134/Table-1---Changes-to-Impaired-Waters-Since-NOI---Year-3>

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:Public Education - Erosion Control

Message Description and Distribution Method:

Distribute information about erosion control requirements to all developers who get building permits, trench permits, sewer permits or road opening permits. Developers are required to sign an Erosion Control Agreement prior to being issued a permit

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of agreements signed and ultimately how many construction sites have adequate erosion control installed. Approximately 20 agreements signed during reporting period

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:Cable TV PSA

Message Description and Distribution Method:

Run PSA on local TV channel at different times throughout the year that promotes proper management of pet waste, low phosphorous fertilizer, grass clipping and leaf litter disposal, etc.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Hundreds of views

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: Social Media Post

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Social Media Post

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Social Media Post

Message Description and Distribution Method:

Posted Yard Waste Flyer, encouraging proper disposal of leaf litter, on Chelmsford DPW Facebook page and shared to Chelmsford Business Development Facebook page

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 788 people reached and 20 engagements

Message Date(s): September 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: Social Media Post

Message Description and Distribution Method:

Posted Yard Waste Flyer, encouraging proper disposal of leaf litter and advertising free residential leaf and brush drop-off events (Nov 2020 and May 2021), on Chelmsford DPW Facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 438 people reached and 22 engagements. Approx. 180 yds of yard waste collected during the November 2020 event and 120 yds of yard waste collected during the May 2021 event.

Message Date(s): September 10, 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: Social Media Post

Message Description and Distribution Method:

shared educational post regarding storm drains and keeping them clean on Chelmsford DPW Facebook Page from Think Blue Massachusetts

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 258 people reached and 8 engagements

Message Date(s): August 6, 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: Social Media Post

Message Description and Distribution Method:

Shared EPA Water post (shared by Think Blue Massachusetts) regarding septic tank inspection and maintenance.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 239 people reached and 7 engagements

Message Date(s): September 14, 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: Social Media Post

Message Description and Distribution Method:

Shared a post to facebook encouraging residents to keep storm drains clear of leaves and other debris

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 293 people reached and 3 engagements

Message Date(s): December 3, 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: Social Media Post

Message Description and Distribution Method:

Grass Clippings and Fertilizer Information Posted to Facebook Page, also included information regarding upcoming leaf and yard waste drop off events

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 357 people reached and 35 engagements

Message Date(s): March 18, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a Scoop the Poop post from Central Massachusetts Regional Stormwater Coalition to DPW facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 321 people reached and 11 engagements

Message Date(s): March 30, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a post from Think Blue Massachusetts regarding grass clippings and fertilizers to DPW facebook page

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 277 people reached and 3 engagements

Message Date(s): April 1, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a post from Think Blue Massachusetts regarding pet waste to DPW facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 306 people reached and 7 engagements

Message Date(s): April 1, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a Scoop the Poop post from Central Massachusetts Regional Stormwater Coalition to DPW facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 255 people reached and 7 engagements

Message Date(s): April 2, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared informational flyer regarding upcoming Earth Week Town Wide Clean up event. Town wide clean up week April 19-25

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 359 people reached and 35 engagements. Over 30 individuals, families and organizations picked up over 260 bags of trash from around town.

Message Date(s): April 1, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a post from CMRSWC regarding grass clippings and fertilizers to DPW facebook page

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 369 people reached and 12 engagements

Message Date(s): April 9, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared a post from Neponset River Watershed Association regarding phosphorus free fertilizer to DPW facebook page

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 418 people reached and 18 engagements

Message Date(s): April 13, 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:

BMP: Social Media Post

Message Description and Distribution Method:

Shared post on Chelmsford DPW Facebook page from Think Blue Massachusetts regarding pet waste disposal

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 431 people reached and 9 engagements

Message Date(s): June 29, 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:

BMP: Educational Video

Message Description and Distribution Method:

Shared video from Think Blue Massachusetts regarding proper disposal of pet waste to DPW Facebook page

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 236 people reached and 2 engagements

Message Date(s): June 1, 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:

BMP: Social Media Post

Message Description and Distribution Method:

shared post to Chelmsford DPW from Think Blue Massachusetts regarding keeping your storefront stormwater friendly

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 306 people reached and 5 engagements

Message Date(s): June 29, 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:

BMP: Educational Module

Message Description and Distribution Method:

Shared post from Think Blue Massachusetts regarding a new, free educational resource from the EPA that teaches students in grades 6-8 about stormwater pollution

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 213 people reached and 2 engagements

Message Date(s): May 4, 2021

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Social Media Post

Message Description and Distribution Method:

Shared coloring page for National Public Works Week for children to color and learn about public works

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

According to Facebook analytics, 881 people reached 58 engagements

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:

BMP: Educational Presentation

Message Description and Distribution Method:

Educational EnviroScape presentation to 3th graders at South Row Elementary School regarding stormwater pollution

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Approx 90 students in attendance

Message Date(s): June 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:

BMP: Educational Video

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (www.thinkbluemassachusetts.org) advertisement on Facebook, Instagram, and YouTube

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: Northern Middlesex Stormwater Collaborative

Measurable Goal(s):

14,066 Facebook/Instagram Ad Impressions; 35,801 YouTube Ad Impressions; 6,127 Spanish Language Impressions= 55,994 social media impressions from residents of Chelmsford.

Over 700,000 impressions across Massachusetts

Those who recalled seeing the video were more likely to correctly answer that stormwater pollution ends up in local waterways

Those who recalled seeing the video rated polluted runoff as a more serious threat to waterways than those who didn't recall seeing the video

Message Date(s): May & June 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:**

Public announcement that the Stormwater Management Plan is publicly available and looking for comments. Posted on Town Website NEWS FLASH, Town Facebook, and DPW Facebook page.

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:**

Residential rain barrel and compost bin program.
Free leaf and yard waste disposal events.
3rd grade Enviroscene presentations
Earth Week Town Wide Clean Up Event
National Public Works Week coloring page

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:

Town-wide fly over to collect/update all surface features. Creating online asset management software for inspection and mapping database. Continuing to use GPS and Zeno software to map missing system features.

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:

<https://www.townofchelmsford.us/DocumentCenter/View/13144/Outfall--Interconnections-Screening-Year-3>

*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:

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:

<https://www.townofchelmsford.us/DocumentCenter/View/13148/Updated-Priority-Ranking-YEAR-3>

*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:

Initial catchment delineations have been mapped and System Vulnerability Factors have been assigned to each catchment. Refined catchment investigations are ongoing

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:

Employee Training

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

Ongoing training to all current and new employees on the proper procedure to inspect, locate, remediate and track illicit discharges. Training occurs annually. Due to COVID-19, some employees did not receive training during this reporting period, but we are on track to complete employee training during the Year 4 Reporting Period.

*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:

12 active construction sites, each inspected a minimum of once a week.

Enforcement actions at 9 Turnpike Road- Needed to add stone to erosion control and clean silt sacks; and 314 Dunstable Road needed to widen construction entrance/exit.

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:

New stormwater bylaw includes requirements for submitting as-builts within 1 year of completion.

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:

Assessment is not complete, but we have drafted changes that incorporate low impact design options

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:

Green infrastructure has been assessed. Work sessions involving Planning Board and Community Development are actively working to modify our codes to include green infrastructure.

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:

Stormwater Master Plan includes inventory of potential retrofit properties

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:

Although prioritization is still underway, catch basins in high sediment areas are cleaned more frequently.

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:

No corrective actions taken during this reporting period.

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:

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:

As stated earlier, outfall screening and catch basin prioritization are behind schedule due to COVID-related delays. Also some employees have received annual training during this permit cycle, but some employee training has been postponed due to COVID-19 and social distancing requirements. We plan to complete all required employee training in Permit Year 4.

Activities Planned for Next Reporting Period

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

Yes, I agree

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

Annual Requirements

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

programs

- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

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

Part V: Certification of Small MS4 Annual Report 2021

40 CFR 144.32(d) Certification

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

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]