

**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>

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input checked="" type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			<b>Clear Impairments and TMDLs</b>

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:

### 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 planned public presentation on the SWMP at a Board of Public Works meeting was necessarily postponed due to COVID considerations and the Board of Public Works meeting schedule, and is scheduled to be held at the October 5, 2021 meeting. The SWMP was made available for public review and comment online throughout the reporting period.

## **Nitrogen** (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) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release 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 listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

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

Existing permittee-owned structural BMPs within the regulated area were inventoried in Permit Year 2 as part of the development of the Good Housekeeping O&M Plan, which can be found within the SWMP. No structural BMPs have been installed by the permittee since the permit effective date of July 1, 2017.

*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:

No structural stormwater BMPs have been installed by the permittee within the regulated area since the permit effective date of July 1, 2017.

*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:

Based on both the Massachusetts Year 2014 Integrated List of Waters used to develop the receiving waters summary in the NOI, the Massachusetts Year 2016 Integrated List of Waters, and the draft Massachusetts Year 2018/2020 Integrated List of Waters, there are no impaired waterbody segments located within the Town of East Longmeadow.

Mapping updates were made as a result of the completion of the dry weather screening in PY3; an updated stormwater system map is available online here:<https://eastlongmeadow.maps.arcgis.com/apps/webappviewer/index.html?id=467578936f214550ab4a5ea59fc7c3f2>

## 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: Think Blue Connecticut River Website**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

A total of 3,196 people visited the Think Blue Connecticut River website during Year 3 and spent an average of 1 minute, 38 seconds on viewing a total of 3,940 pages on stormwater best practices.

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:

As indicated in previous annual reports, the website was not mentioned in the NOI and SWMP, but with development now completed is most central to all messaging in the region.

#### **BMP: Cigarette Butts**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Decal was placed on DPW sweeper, which is estimated to have been viewed 10 times per day for 50 days for a total of 500 views.

The Facebook advertisement reached 17,720 people identified as “smokers” and was shown 31,937 times; 152 smokers clicked on the link to check out the landing pages and there were 62 reactions. Facebook estimates that 4,330 viewers recall the campaign advertisement.

The posting on PVPC’s Facebook page shows 20 shares that include Stormwater Committee members, the Connecticut River Conservancy, and Massachusetts Audubon Society’s Arcadia Sanctuary.

The Springfield Republican, which printed an article and followed with an editorial estimates its audience at 83,000 readers.

Message Date(s): Springfield Republican: August 3, 2020 & August 6, 2020  
 Facebook ad: May 20 - 28, 2021  
 Facebook post: May 21, 2021  
 Decals: July 1, 2020 - June 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:

Postponed to Year 3 and rather than messaging through use of PVTA bus panels, decided to message with large decals on public works vehicles throughout the region, which was supplemented with press release, Facebook messaging, and Think Blue Connecticut River website information on cigarette butts.

### **BMP: Dumpster Waste and Avoiding Contaminated Flow Message**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Business, institutions, and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

An e-mail about Think Blue Connecticut River resources on dumpsters for Boards of Health went to the full membership of the Massachusetts Health Officers Association (MHOA), 650 people.

Analytics from the Think Blue Connecticut River website show a total of 84 people retrieved PDF resources posted on dumpster waste.

Message Date(s): The article was sent to MHOA members on March 24, 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:

Aside from postponing message to Year 3, we learned in the process of developing the campaign that

distribution of flyers directly to dumpster companies to provide to customers was not going to be a fruitful strategy and that it would be better to work with Boards of Health to inform them and then get them to distribute the information to dumpster companies (who are allowed/permitted by boards to operate in the community) and to businesses when health agents are doing routine inspections. The education and outreach effort became two pronged and now includes an additional flyer specifically for Boards of Health.

With the continuation of the pandemic into Year 3 programming, communities recommending holding off on individual visits with boards of health. It is hoped that visits might occur at a time when the pandemic is not demanding so much attention from local boards of health.

### **BMP: New MS4 Development Standards and Erosion and Sediment Control**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Think Blue Connecticut River booth was well attended by developers with a total of 71 visiting the virtual booth, 68 documents viewed, and 7 videos viewed.

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:

Due to the Covid-19 pandemic, this messaging was moved to Year 3 and done virtually as a booth as offered by the Conference.

### **BMP: Fleet Maintenance to Avoid Spills and Leaks**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Mailing to 126 MSGP permittees in the region

Message Date(s): April 16, 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:

Postponed to Year 3 given likelihood of message getting lost in the mix during all the information around Covid-19 best practices and the struggle for industrial facilities to continue operations during the pandemic.

### **BMP: Proper Disposal of Leaf Litter**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Google ad had a total of 78,056 impressions and which drew 110 clicks to the website landing page.

There were 244 views of the Leaf Hero landing page with analytics indicating that the average time spent by visitors on that resource page was an average of 3 minutes and 10 seconds. There were a total of 192 clicks to download posted PDF resources.

Message Date(s): Google ad: October 28 - November 4, 2020  
Facebook posts: October 29 - November 4, 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:

The change to this messaging began in Year 2, where initially the plan had been for one social media post and press release. Given the cohesion of these social media messages as a whole, the Connecticut River Stormwater Committee decided to run the full series, instead of a media release, and developed a Think Blue Connecticut River web page on best practices to which all posts could link.

### **BMP: Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

## Measurable Goal(s):

The Facebook ad reached 38,160 individuals in Stormwater Committee communities who match “gardening,” “home improvement,” or “do it yourself” identifiers. Of this number, Facebook estimates that 7,200 people will recall the ad. Ninety-nine people clicked on the “Learn More” button to go the Think Blue Connecticut River landing page on lawn care. The average time spent by visitors on that resource page was 1 minute and 42 seconds. There were a total of 132 downloads on the posted PDF resources.

Message Date(s): Facebook ad: June 25 - June 30, 2021  
PVPC regional Facebook message: June 23, 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:

Proposed work had included creating a brochure. Instead, work entailed improving the Think Blue Connecticut River web page on lawn care so that information and resources are all more readily available during Covid-19.

**BMP: Proper Management of Pet Waste**

## Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

## Measurable Goal(s):

The Google ad placed at time of licensing reached 19,227 people identified as dog owners in targeted communities with 34 people clicking through to the pet waste pick up pledge.

PVTA estimates that the bus panels displayed through a 3 month period have produced more than 1.5 million impressions.

Numbers from the supplemental Facebook ad are not yet available.

During Year 3, Think Blue Connecticut River pet waste page on the website had 700 page views with the analytics indicating that the average time spent by visitors on that resource page was 2 minutes and 3 seconds. Of the total 390 people who clicked on the pet waste pledge, there were about 100 new people who made the commitment to pick up pet waste in Year 3.

Message Date(s): Google ad: February 8 - February 19, 2021  
PVTA bus ads: late June - September 2021  
Facebook ad: September 13 - 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:

The NOI/SWMP indicated pet waste messaging only in summer months as PVPC understood that messaging under the Appendixes could be combined. EPA has indicated that additional messaging to dog owners “at time of licensing” is required. Messaging at time of licensing was added, starting in Year 2, along with additional messaging on pet waste during “stay at home” orders with the pandemic (given the increased visibility of associated problems).

### **BMP: Proper Septic System Care**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Facebook posts drew a total of 20 “shares.” There were a total of 42 views of the Think Blue Connecticut River website septic system landing page with people spending an average of 50 seconds. Of that total, 32 people clicked to the septic system infographic to learn more.

Message Date(s): September 16 and 17, 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:

The NOI/SWMP indicated septic system messaging would be done in Year 3 only as MS4 permit language in Appendix H was not entirely clear on the timing of this message. EPA has since indicated that septic system messaging must occur each year and the Connecticut River Stormwater Committee has adjusted accordingly, starting in Year 2.

### **BMP: Proper Disposal of Leaf Litter**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Mailing to 150 professional land care companies operating in Stormwater Committee member municipalities

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: Importance of Soil Test, Proper Use of Fertilizers, Disposal of Grass Clippings**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

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: Proper Management of Pet Waste**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

continued to access “There is no Poop Fairy,” materials produced in Year 2, with 72 downloads of the template and the quotes provided to produce the sign.

Message Date(s): July 1, 2020 - June 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: Fowl Water Messaging**

Message Description and Distribution Method:

See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents and businesses/institutions/commercial facilities

Responsible Department/Parties: Think Blue Massachusetts and Water Words that Work

Measurable Goal(s):

Water Words that Work reports that within the Connecticut River Stormwater Committee region the campaign resulted in an estimated:  
 211,881 Facebook and Instagram impressions  
 471,252 YouTube ad impressions  
 83,101 Spanish language impressions

Message Date(s): May 17 - June 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:

This message is a welcome addition to our program for Year 3 and will be part of the region’s SWMP update.

### **BMP: Connecticut River Stormwater Video**

Message Description and Distribution Method:

Connecticut River Stormwater video "Where does the stormwater go" posted on DPW website and East Longmeadow Community Access Television (ELCAT)

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

ELCAT reaches 5,000 households

Message Date(s): January 7, 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: Leaf Litter Door Hanger**

Message Description and Distribution Method:

Handed out proper leaf litter disposal door hangers at the Transfer Station and posted on the ELCAT bulletin board

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

1,000 copies, ELCAT reaches 5,000 households

Message Date(s): October 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: Proper Pet Waste Disposal**

Message Description and Distribution Method:

Post cards distributed by Town Clerk; posters in Board of Health, Clerk's office, at the Rail Trail, and Heritage Park; ELCAT bulletin board posting in spring 2020

Targeted Audience: Residents

Responsible Department/Parties: DPW, Town Clerk, BOH

Measurable Goal(s):

500 post cards printed and distributed by the Town Clerk in 2020  
Exposure of posters to 10,000 residences per year  
ELCAT bulletin board reaches 5,000 households

Message Date(s): Posters put up February 25, 2020  
ELCAT Bulletin Board posting February 11, 2020  
Town Clerk distributed postcards in 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: Poop Fairy Signs**

Message Description and Distribution Method:

Printed and installed "Poop Fairy" signs about proper pet waste disposal at Heritage Park and Bike Trail

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

5 signs posted at Heritage Park, 5 on Bike Trail - exposure to 10,000 residents per year

Message Date(s): Signs posted on October 7, 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: Board of Health Septic System Facebook Posting**

Message Description and Distribution Method:

Septic Tank Maintenance and What Goes Down the Drain messages posted on Town's Facebook page

Targeted Audience: Residents

Responsible Department/Parties: Board of Health

Measurable Goal(s):

3,811 people like and 4,292 follow the East Longmeadow Facebook page

Message Date(s): September 18, 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: Drain Layer Letter**

Message Description and Distribution Method:

Distributed a letter on municipal letterhead and an EPA brochure on erosion and sediment control to drainlayers operating within the community

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW

Measurable Goal(s):

Letters and brochure sent to nine drainlayers in the region that are operating specifically in East Longmeadow

Message Date(s): Spring 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:

This was an additional message that East Longmeadow chose to do, but was not originally part of the Connecticut River Stormwater Committee NOI/SWMP

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 planned public presentation on the SWMP at a Board of Public Works meeting was necessarily postponed due to restrictions and the Board of Public Works meeting schedule, and is scheduled to be held at the October 5, 2021 Board of Public Works public meeting. The SWMP was made available for public review and comment online throughout the reporting period.

The Town Facebook page regularly shares posts with information for residents on DPW activities, stormwater, recycling, and water conservation.

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:**

Due to COVID-19 restrictions on gatherings, clean-up days were canceled.

Household Hazardous Waste Collection is now year-round at the NEDT Collection Center in Westfield, MA.

The Health Dept offers discounted rain barrels to residents year-round.

### **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 MS4 system map was updated in PY3 after completion of the dry weather outfall screening, and is available online: <https://eastlongmeadow.maps.arcgis.com/apps/webappviewer/index.html?id=467578936f214550ab4a5ea59fc7c3f2>

#### **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:

The outfall screening data and updated inventory and ranking are provided in Appendix J of the SWMP

*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:*

231 outfalls were screened during Permit Year 3, 335 outfalls were screened in Permit Year 2, and 250 outfalls were screened in Permit Year 1. All known outfalls within the regulated area have been screened during dry weather conditions.

**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:*

Catchment investigations will begin in PY4 now that the dry weather outfall screening is complete and the outfalls and catchments have been re-prioritized.

**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:

No illicit discharges associated with sewer were identified and removed during the reporting period.

### **Employee Training**

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

Good Housekeeping, IDDE, and SWPPP trainings were held in the fall of 2020.

### **MCM4: Construction Site Stormwater Runoff Control**

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

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

*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**

### **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:

A preliminary street design and parking lot guidelines assessment was completed in Permit Year 3 based on a review of the Subdivision Rules and Regulations relative to whether changes to design standards for streets could be made to support low impact design options as required by the 2016 Small MS4 General Permit. A memorandum summarizing elements of the Subdivision Rules and Regulations that pertain to stormwater management and creation of impervious cover along with recommended revisions is included in Attachment J of the updated SWMP. Additional review of other Town bylaws and regulations that may impact impervious cover creation will be incorporated 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:

The Green Infrastructure Report is anticipated to be completed in Permit Year 4, and will include findings and a schedule for implementation of recommendations.

### **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:

A preliminary retrofit analysis of Town-owned properties was completed in Permit Year 3 and included a priority list of Town sites most feasible for further investigation for stormwater BMP retrofits as well as additional information on potential types of retrofits. The preliminary retrofit inventory report is included in Appendix J of the SWMP.

## 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:

Catch basin #3713 was full over 50% on 2 consecutive cleanings. This catch basin was prioritized for additional monitoring and cleaning throughout the year.

### 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 were found to be necessary.

### **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:

The street sweeping program was impacted by COVID during Permit Year 3 - when a sweeper broke down, the Town was unable to get replacement parts due to COVID impacts to the supply chain.

#### **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:

In PY4, the Town will complete a Nitrogen Source Identification Report in compliance with requirements of

Appendix F, part B.1. - Requirements for Discharges to Impaired Waters with an Approved Out of State TMDL, Nitrogen TMDL Requirements for those portions of the regulated area within the Connecticut River watershed.

## 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]*