

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*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, 2019 and June 30, 2020 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization: Georgetown

EPA NPDES Permit Number: MAR 041 191

**Primary MS4 Program Manager Contact Information**

Name: John Cashell Title: Town Planner

Street Address Line 1: 1 Library Street

Street Address Line 2:

City: Georgetown State: MA Zip Code: 01833

Email: jcashell@georgetownma.gov Phone Number: (978) 352-5713

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): www.georgetownma.gov

Date SWMP was Last Updated: 09/28/2020

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 checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" type="checkbox"/> Nitrogen	<input checked="" 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 type="checkbox"/> Nitrogen
			<input type="checkbox"/> 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 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
  - operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*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 2 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:

Due to Town personnel impacts related to Covid-19\* the Town of Georgetown was unable to complete the above-cited categories. It is anticipated that in Year Three of this permit that the Town will be able to complete all of the categories, via contracting with the Merrimack Valley Planning Commission (MVPC),

starting in January 2021. Note: the subject contract will be voted on at the 2020 Special Fall Town Meeting, in the form of a Warrant Article. Please see attached Scope of Services (Exhibit "A", found on pg. 18 of this report), relative to MVPC providing assistance to the Town of Georgetown in preparing the Town's planned completion of the Updated Stormwater Management Program suitable for submittal to the U.S. EPA and Mass DEP for compliance with the requirements of the NPDES Program MS4 permit for Massachusetts urbanized area communities, especially in regard to completing the permit requirements for years 2 & 3.

[REDACTED]

### 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:
 

Per pg. 2, Optional comments, this category will be completed in 2021, via MVPC's pending contract to assist the Town of Georgetown in updating its SWMP.
- 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 outfall and interconnection inventory and priority ranking as needed

*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:

Due to the impact of Covid-19, the Town of Georgetown was unable to: 1) provide training for employees that will be involved in the IDDE program within the reporting period, and 2) update its outfall and interconnection inventory and priority ranking as needed. Completion of these work items is anticipated in the 3d year of this permit, via the aforementioned MVPC contract. Note: the subject contract will be voted on at the Special Fall Town Meeting, in the form of a Warrant Article.

### **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:

The above-cited annual message encouraging proper management of pet waste, including noting any existing ordinances, where appropriate, is provided on the Town's Board of Health and Conservation Commission websites.

### **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:

*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:

See Comments in the following sections.

**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:

*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:

As cited below, all Georgetown streets were swept once during 2020, and the Town is working toward implementing a twice a year street sweeping program.

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

As cited-above, due to the impacts to personnel caused by Covid-19, the Town of Georgetown's Updated Stormwater Management Program is still in-progress, and with the aforementioned pending contract with MVPC, the Town anticipates completing in 2021 (i.e., the 3d year of this permit) all of the year-two & three uncompleted requirements.

NOTE: in 2020 the Town of Georgetown was awarded a Municipal Vulnerability Preparedness Grant (\$47,000), which has been designated to design and engineer a major stormwater management infrastructure improvement project associated with the municipal surface parking lot, located between E. Main St. and Library St. This project also involves designing and engineering improvements to existing stormwater management catchment areas and existing associated wetlands in the downtown area of Georgetown.

### 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:

Note: the Board of Health tests water quality for purposes of public swimming in the area of the public beach at Pentucket Pond. Said testing is conducted 2 -3 times per month between the beginning July and Labor Day each year.

## 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: Rain Gardens", "What is Washing into the Storm Drains?" "Greenscapes Guide", "Georgetown C**

Message Description and Distribution Method:

Rain Gardens Pamphlet and Stormwater Pamphlet are mailed to residents and available at Town Hall, Georgetown Peabody Library and schools, and also published on the Town's website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

To increase resident knowledge about the importance of eliminating/correcting point source stormwater pollution activities (e.g., proper disposal of pet waste, reducing lawn fertilizer with organics and less fertilizer dependent grass mixtures, increase natural vegetation landscapes, etc.) and needed BMP structural improvements (implementing rip-rap stone in areas of outfalls subject to erosion and implementing rain gardens where ever possible (e.g. adjacent to driveways and within and around parking lots), and planting within same deep-rooting, low maintenance native plants and trees).

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:

Updated with new information, as same becomes available, relative to eliminating and correcting point sources of stormwater pollution.

#### **BMP: cited above.**

Message Description and Distribution Method:

All of the above-cited messages are available in Town Hall, mailed to residents and included within the Town's website, i.e., the webpages of the Conservation Commission, the Highway Dept. and the Board of Health.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

To help increase the public's awareness of point source stormwater pollution and how to correct/eliminate such sources through the implementation of above-cited BMP practices (e.g., erosion control and plantings) to all areas subject to erosion and land development excavations, etc.

Message Date(s): Throughout the year.

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 stated above.

**BMP: cited above.**

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: cited above.**

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:



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## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

Before the onset of the Covid-19 Emergency Order, Greenscapes volunteers were scheduled to conduct an educational outreach program, i.e., meet with students at Georgetown's public schools, in order to teach them about the many ways they can help to eliminate and/or better control the point sources of stormwater pollution of our local streams, rivers and ponds. Upon the lifting of said Emergency Order, Greenscapes volunteers plan to commence with said educational outreach program.

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

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Georgetown Stormwater Management Program is posted on the Town's Stormwater Management Committee's website. The activities of the Georgetown Stormwater Management Committee (SWMC), tasked with developing and implementing the Town's Stormwater Management Program, are cited in the town annual report, which is available in the Town Clerk's Office, in Town Hall and also posted on the town's website. Public comment for the Town's Stormwater Management Program is encouraged.

In addition to the above, the SWMC, working with BSC Group's, Gillian Davies, PWS, SSSSNE, NHCWS, CESSWI, Senior Ecological Scientist and Atty. Alexandra M. Echandi, secured a Municipal Vulnerability Program Grant, and as cited above are utilizing the grant funds, in the amount of \$47,000., to design and engineer a major stormwater management infrastructure improvement project associated with the municipal surface parking lot, located between E. Main St. and Library St. in downtown Georgetown. Please note, in preparing for this project, the SWMC conducted 3 virtual public hearings, relative to presenting the aforementioned proposed project to the public.

### **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**

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

*Optional:* Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

Further updating of information pertaining to the above-cited MS4 System Mapping items will continue, via Town personnel working with MVPC staff to complete the Town's years 2 & 3 SWMP requirements, i.e., in 2021.

#### **Screening of Outfalls/Interconnections**

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

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

This data collection work will be conducted, via MVPC staff working with the Town's SWMC in 2021.

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

Number of outfalls screened:

#### **Catchment Investigations**

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

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

This data collection work will be conducted, via MVPC staff working with the Town's SWMC in 2021.

*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 investigation has just begun. Two catchments have been located in Rock Pond; one of two ponds in Georgetown. The Town is in the process of creating a program for a complete town-wide catchment investigation and reporting system in 2021, per said MVPC contract.

### **IDDE Progress**

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

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

No illicit discharges have been found to date.

*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:

Due to the impacts of Covid-19 IDDE training of personnel was postponed in 2020. Said training is expected to be conducted in 2021, and required IDDE activities conducted.

**Employee Training**

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

There was no IDDE employee training for the 2019/2020 period, however, said training is planned for 2021.

**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:

There were 6 site plans/special permits reviewed and approved by the Planning Board during the reporting period; all 5 were amended site plans, involving previously approved site plans, and included: 2 so called "strip mall" renovation plans, one involving a mixed-use/multi-family, a new mixed-use/multi-family development, a new public recreation park, with parking and a dog park, a new Marijuana business site plan and an amended retail/medicinal Marijuana business site plan. All were approved in accordance with local, state and federal laws, and each was professionally designed and engineered and peer reviewed to meet BMP for stormwater control and treatment, and all provided O & M agreements for the long-term care, maintenance and reporting of all associated on-site stormwater infrastructure items. During the course of construction for all of the aforementioned projects, qualified in-the-field inspections were conducted, as required, and findings reported directly to the appropriate municipal staff and boards and committees, including the Town Planner, Building Inspector, Conservation Commission Agents and the respective boards of same. Enforcement actions taken were minor, in nature, i.e., called for enhancement of erosion control hay bales and tubes.

Note: upon completion of all site plan/special permit projects, submission of "As-Built" plans are required, with final peer review reports due from the field inspecting engineer, certifying that all required work is complete, including all associated stormwater management structures and facilities, and that the O&M of same are in-place and reporting requirements are established.

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****Ordinance or Regulatory Mechanism**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

### **As-built Drawings**

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

The Town's Planning Board has had site plan/special permit "As Built" plan submission requirements in-place for over 30 years, i.e., to ensure all projects are complete, as approved, and to ensure stormwater/sedimentation control measures features are also complete and operational as designed. More recently, and as required since 2003, O & M agreements are executed in regard to the long-term inspection, maintenance and reporting on the operational status of all on-site stormwater management infrastructure items, and now to include MS4 compliance reporting requirements, which include implementation of water quality measures associated with stormwater management/erosion control/sediment control plans after final Planning Board approval of the subject site/special permit plans, and for this information to be inscribed on the deed of the subject property.

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

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Planning Board is in the process of assessing its street design and parking lot regulations, relative to revising same to meet MS4 requirements by year 4 of permit term.

### **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 Town of Georgetown's Planning Board is reviewing its present ordinances and regulations, relative to amending same to comply with the "Green Infrastructure" provisions. The Town is certain that said changes will be fully implemented by year 4 of the present term.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town of Georgetown Highway Dept. is in the process of starting the inventory of Town-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on properties that have been modified or retrofitted.

## 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:

### 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:

### O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

**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:

Implemented enhancement of erosion control measures, as needed, e.g., hay bales replaced, as needed, and tubes replaced/repaired.

**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:

See above-cited comments.

**COVID-19 Impacts**

*Optional:* If any of the above year 2 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:

Please see Covid-19 comments to this effect, which are provided above in the "Optional" section of pgs. 2 - 3 of this report. Said comments include personnel related delays, reasons why the requirements of this report could not be completed and a proposal to rectify the subject requirements in 2021.

### **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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

### **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 uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- 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

Provide any additional details on activities planned for permit year 3 below:

Exhibit "A"

SCOPE OF SERVICES Between Town of Georgetown and Merrimack Valley Planning Commission

MVPC will provide assistance to the Town of Georgetown in preparing the Town's updated Stormwater Management Program suitable for submittal to the U.S. EPA and MassDEP for compliance with the requirements of the NPDES Program MS4 permit for Massachusetts urbanized area communities.

Through this project, MVPC will work with the Town's Stormwater Working Group headed by the Town Manager to prepare a written Stormwater Management Program Plan. Project will require monthly meetings with the Working Group or its representative to provide guidance and policy direction and regular meetings as needed to develop and implement the project work plan with the Town's Project Manager (Highway Surveyor).

Elements of the Stormwater Management Plan, as required by EPA, will include:

- Listing of receiving waterbody segments and classification (using updated 2016 303d list);
- Descriptions of practices Town will undertake to comply with the MS4 Six Minimum Control Measures to Avoid/Minimize Pollution Impacts to the Maximum Extent Practicable. Plan will outline goals, compliance protocols, responsible parties, Best management practices, and assessment monitoring measures. The Minimum Control Measures of the Town's Stormwater Management Program are:
  - o Public education & outreach (work cooperatively with Greenscapes if members)
  - o Public Involvement & Participation (annual meeting to review SWMP)
  - o Illicit Discharge Detection & Elimination Program (IDDE) – to be completed by others
  - o Construction Site Stormwater Runoff Control
  - o Stormwater Management in New Development & Redevelopment (post construction)
  - o Good Housekeeping Operation & Maintenance Procedures
- Outline of the Town's process for Stormwater Program evaluation, recordkeeping & reporting.

Project Deliverable:

- Stormwater Collector Application with existing Georgetown data uploaded (\$2,500)
- Written Stormwater Management Program Plan Program suitable for submittal to EPA and DEP in preparation for MS4 Permit compliance. Includes O&M Procedures for facilities, open spaces and vehicles; and municipal stormwater BMPs (catch basins, street sweeping, winter road maintenance and structural BMPs). (\$6,500)
- Written procedures for site inspections and enforcement of sediment and erosion control measures (included in SWMP).
- Bylaw/regulation updates to comply with Year 3 post development requirements (\$2,500).
- SWPPP for Town highway garage and transfer station (\$3,000).
- Assist in public meeting presentations of the Town's Stormwater Management Program Plan as part of the Town's public involvement and participation efforts. Generally, includes one meeting per year (\$600).
- Assist in preparation of Town's MS4 Annual Report to EPA and MassDEP (\$1,800).

Project Budget (not to exceed):

- Total cost of project is \$16,900 for MVPC staff time and material/equipment/travel expenses. (135 project staff hours estimated.)

Project Schedule: Final draft to be completed by January 30, 2021. Bylaw/regulation updates to be completed by March 1, 2021. Final plan document to be completed by June 30, 2021. Annual reporting assistance to be

complete by September 30 (est. date), 2021.

## Part V: Certification of Small MS4 Annual Report 2020

### 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]*

*Note: When prompted during signing, save the document under a new file name.*

### **Annual Report Submission**

*Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

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### **Paper Signature:**

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