

**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"/>	Solids/ Oil/ Grease (Hydrocarbons)/ Metals	<input type="checkbox"/>	Nitrogen
<input type="checkbox"/>		<input type="checkbox"/>	Phosphorus
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/>	Assabet River Phosphorus	<input type="checkbox"/>
	<input type="checkbox"/>	Bacteria and Pathogen	<input type="checkbox"/>
	<input type="checkbox"/>	Charles River Watershed Phosphorus	<input type="checkbox"/>
	<input type="checkbox"/>	Lake and Pond Phosphorus	<input type="checkbox"/>
<i>Out of State:</i>	<input type="checkbox"/>	Bacteria/Pathogens	<input type="checkbox"/>
	<input type="checkbox"/>	Metals	<input type="checkbox"/>
	<input type="checkbox"/>	Nitrogen	<input type="checkbox"/>
	<input type="checkbox"/>	Phosphorus	
<input type="button" value="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:

Georgetown received funding at June 2021 Spring Town Meeting to conduct outfall screening. The Highway Department has contracted with CEI to begin this work in Fall of 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:

The Highway Department SWPPP was completed during the permit term, but was not available on the Town website until July of 2021 and a SWPPP inspection occurred in September 2021. The Stormwater System Map was updated on the Town website in September 2021 (a system map was posted as required in Year 2). The town is in the process of inventorying all town-owned treatment structures and will complete this work by December 2021.

*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:

Georgetown is still in the process of inspecting all of its outfalls and intends to complete this work by October 2021. The town's outfall map is being updated as this work continues. Wheeler Brook and Jackman Brook were added to the list of receiving waters.

## 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: Stormwater Pollution Prevention for Industrial Sites**

Message Description and Distribution Method:

Distribution of a one page, double-sided "brochure" designed for industrial audiences that details BMPs for industrial sites, and the importance of keeping waste like salts, heavy metals, oils and other hazardous materials out of the Town's surface waters. The brochure is available on the Town and Greenscapes website and was mailed to industrially zoned parcels in Georgetown.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Industrial Brochure mailing was packaged with a second outreach piece for business/commercial institutions and mailed to 140 commercial and industrial zoned parcels.

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: Pollution Prevention for Businesses**

Message Description and Distribution Method:

Distribution of a double-sided "brochure" designed by MassDEP for the business/commercial audience encouraging these sites to reduce pollution through methods such as source reduction, reuse/recycling, and energy recovery. The brochure is available on the Town website and and was mailed to industrial and commercially zoned parcels in Georgetown.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Business/Commercial Brochure mailing was packaged with a second outreach piece for Industry and mailed to 140 commercial and industrial zoned parcels.

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: "Fowl Water" Advertisement - Motor Oil, Pet Waste, and Trash**

Message Description and Distribution Method:

"Fowl Water" advertisement helps viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution delivered via Facebook and Instagram sponsored video and YouTube pre-roll advertisements.

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition, Think Blue Massa

Measurable Goal(s):

3,3054 Facebook/Instagram Impressions and 8,860 YouTube Ad impressions reported for Georgetown by Think Blue Massachusetts (1,531 Spanish language impressions)

Message Date(s): May 17, 2021 through 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:

Social Media not proposed in NOI - Available to community through benefit of Merrimack Valley & State Stormwater Coalition participation

**BMP: "Scoop the Poop" rack card**

Message Description and Distribution Method:

Rack Cards are available to the public in several town departments including Town Clerk's Office, Conservation Commission and Highway Department.

Targeted Audience: Residents

Responsible Department/Parties: Planning Department, Conservation Commission, Clerk's Office, Highway De

Measurable Goal(s):

Number of rack cards distributed. Town Clerk, who issues dog licenses, together with the Highway Dept. and Conservation Commission distributed 200 rack cards.

Message Date(s): May 2021 - 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: Septic System Guide to Homeowners**

Message Description and Distribution Method:

Board of Health distributes Septic System Guide to all permit applicants and others who seek information from the Department. The Brochure is also posted on the Town website: [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown\\_septic\\_system\\_bulletin.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown_septic_system_bulletin.pdf)

Targeted Audience: Residents

Responsible Department/Parties: Board of Health

Measurable Goal(s):

Number of brochures distributed. For FY21, approximately 100 brochures were handed out.

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:

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 Georgetown Stormwater Management Committee held a public meeting for input on the Stormwater Management Program on June 16, 2021. The Georgetown Planning Board held public meetings to update the Stormwater and Erosion Control Bylaw and Regulations on May 26, June 23 (Regulations Adopted), and August 11, 2021 (Bylaw).

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:**

Georgetown participated in monthly meetings of the Merrimack Valley Stormwater Coalition held monthly September - June (2020/2021)

Georgetown participated in the Greenscapes North Shore Coalition

Georgetown Hazardous Waste Collection Day - Was not held in FY21 due to Covid - BOH supplied residents with alternatives to dispose of hazardous items including Clean Harbors

### **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:*

Georgetown has been using a mobile stormwater application to update system mapping. An updated map is available on the Town's Stormwater Website:

#### **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:

Outfall inspections will not commence until the fall of 2021.

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

Number of outfalls screened: 0

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

Percent of outfalls screened: 0

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

Georgetown has contracted with outside consultant CEI to conduct outfall inspections and screening in Fall 2021.

### **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: 0

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

Percent of total catchments investigated: 0

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

### **IDDE Progress**

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

### **Employee Training**

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

The Georgetown Highway Department staff participated in recorded virtual training offered by the Central Mass Regional Stormwater Coalition (signatures on file as proof of participation). All staff are provided with virtual copies of the Standard Operating Procedures (SOPs) for municipal buildings, properties, and vehicles.

### **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:

### 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:

### 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:

<https://mvpc.maps.arcgis.com/apps/webappviewer/index.html?id=403e1c84320e484a990b537fd5ad5612> this work was completed by MVPC as part of a Mass DEP MS4 Municipal Assistance grant. This work was completed by June 30, 2021 but mapping became available to cities and towns in August of 2021.

## 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:

**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:

Georgetown added spill prevention kits to all vehicles and purchased extra for each garage at the Highway Department. Additional containment was added for waste oil barrels. Erosion controls were added to the catch basin spoil pile. The pile has been tested and will be removed for disposal once test results are returned. The Highway Department's two tight tanks were pumped and inspected. The SWPPP inspection was conducted in September 2021 and will occur annually in September going forward. More frequent inspections are conducted by the Highway Department.

## **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:

### **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)

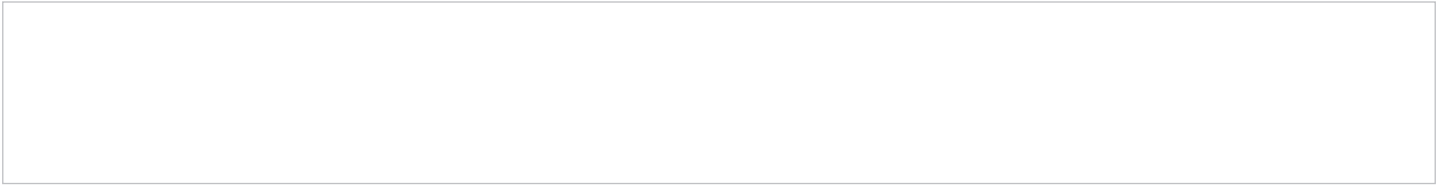
Yes, I agree

- 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:

Michael Farrell

Title:

Town Administrator

Signature:

Date:

09/27/21

*[Signatory may be a duly authorized representative]*