

Year 5 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2022-June 30, 2023

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites

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, 2022 and June 30, 2023 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 (publicly available web address):

Date SWMP was Last Updated:

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

Part II: Self-Assessment

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

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

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

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 publicly available website:

- × Updated system map due in year 2 as necessary
- × Provided training to employees involved in IDDE program within the reporting period
- × Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- × All curbed roadways were swept at least once within the reporting period
- × 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 or provide any additional details, please use the box below:

Permittee owned treatment structure inventory was finalized this year. Inspections to occur in Fall 2023.

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)

Structural BMPs

- × Completed the evaluation of all permittee owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*
 - × Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date
 - Estimated cost of redevelopment or retrofit BMPs
 - × Engineering and regulatory feasibility of redevelopment or retrofit BMPs
- × Completed a listing of planned structural BMPs and a plan and schedule for implementation
 - The BMP list and implementation schedule is attached to the email submission
 - The BMP list and implementation schedule can be found at the following publicly available website:

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.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs:

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 Town's Phosphorus Source Identification Report includes a list of structural BMPs that may be considered by the Town for retrofits as well as concepts for the first 5 retrofit sites.

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:

During this reporting year, 46 new MS4 outfalls and interconnections were identified during Phosphorus Identification Report development which were not previously mapped or investigated. Of these new outfalls/interconnections, 30 are new MS4 outfalls, while 16 are interconnections to other municipal storm systems. All 46 outfalls/interconnections were screened during this reporting period and the screening data is attached.

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: School Curricula/Programs

Message Description and Distribution Method:

Utilize MWRA School Outreach Program for classroom presentations on stormwater in elementary school and middle schools. Dwayne the Storm Drain presentation, Down the Drain Presentation, and The Day the Water Stopped presentation.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Classroom presentations on stormwater to applicable classrooms at the public schools.

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:

Classroom presentations were made available and determined to be a better alternative.

BMP: Annual Flyer - Creating a Healthy Yard

Message Description and Distribution Method:

Creating a Healthy Yard flyer message was posted on the Town's Stormwater webpage encouraging the use of organic materials over pesticides, herbicides, and synthetic fertilizers.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of stormwater webpage visits. The webpage received 635 visits.

Message Date(s): July 1, 2018 (Annual Message)

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 media was changed to Webpage instead of Local Public Service Announcement as stated in the NOI. The Stormwater Webpage was used to reach additional residents and for convenience.

BMP: Industrial Facilities - Materials Handling Flyer

Message Description and Distribution Method:

Flyer was posted on Town's Stormwater webpage as an educational resource on how to appropriately manage materials to prevent stormwater pollution during industrial operations and at industrial facilities.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of stormwater webpage visits. The webpage received 635 visits.

Message Date(s): June 7, 2023

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 and Landscape Materials and Disposal Flyer

Message Description and Distribution Method:

Leaf and Landscape Materials and Disposal flyer message was posted on the Town's Stormwater webpage to educate and promote the proper disposal of organic lawn waste.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of stormwater webpage visits. The webpage received 635 visits.

Message Date(s): June 7, 2023

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 media was changed to Webpage instead of number of recycling stickers issued as stated in the NOI. The Stormwater Webpage was used to reach additional residents and for convenience.

BMP: Low Impact Development Practices Flyer

Message Description and Distribution Method:

Flyer was posted to Town's Stormwater webpage to educate developers on low impact development practices that can collect, slow down, spread out, and filter stormwater into soil.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of webpage visits. The webpage received 635 visits.

Message Date(s): June 7, 2023

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:

Low Impact Development Practices flyer was determined to be a better alternative and was posted to stormwater webpage instead of hosting Onsite Stormwater Infiltration and Sweeping meeting.

Add an Educational Message

MCM2: Public Participation

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

The Stormwater Management Program document is available on the town's Stormwater Management webpage. Stormwater MS4 Program is discussed at public meetings for capital projects and finance committee in relation to budgeting for town.

[Empty text box]

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

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

The Town of Stoneham hosted Household Hazardous Waste Collection Day in partnership with the Town of Melrose on June 24, 2023 as a Public Participation event. The Town also hosted an Electronics Recycling Day on October 15, 2022.

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:

[Empty text box]

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

[Empty text box]

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:

During this reporting year, 46 new outfalls and interconnections were identified during Phosphorus Identification Report development that were not previously mapped or investigated. Of the 46, 30 of these are MS4 outfalls and 16 are interconnections to/from other municipal storm systems. All 46 new outfalls and interconnections were screened during this reporting period and the screening data is attached.

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 publicly available 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:

Four catchment investigations are in progress: OF002, OF014, DMH1232/DTB007, and DMH1089. Catchment investigations including sample data are attached. Historical catchment area investigations have been provided in the Administrative Order Compliance Reports.

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 publicly available 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:

One illicit connection was identified during the current reporting period. This connection is an overflow pipe that appears to connect between sewer and storm manholes. This connection was identified as having the potential to create illicit discharges so it was then evaluated and capped. The confirmed illicit has been added to the Illicit Connections Inventory Appendix.

Employee Training

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

Good Housekeeping and IDDE Training video was recorded December 2020 and then distributed accordingly. The Town utilizes the services of a consultant to complete IDDE investigations. Consultant IDDE employee training was held on June 14, 2023. DPW staff are trained during hiring processes using the video recording.

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

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

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

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

Retrofit Properties Inventory

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

See Appendix A for list of sites.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

Robin Hood Elementary School
Stoneham Central Middle School
Stoneham High School
Colonial Park Elementary School

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: [Select Units]
- Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed:

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

One leaking vehicle repaired following SWPPP inspection.

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 publicly available 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. If any of the above year 5 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 6 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree *

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)

- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 6 below:

Part V: Certification of Small MS4 Annual Report 2023

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]