

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self-Assessment

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

**Impairment(s)**

Bacteria/Pathogens       Chloride       Nitrogen       Phosphorus  
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

**TMDL(s)**

*In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Clear Impairments and TMDLs

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

### Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Covid-19 impacted available budgets, staffing, and office hours. While 123 outfalls were screened during this permit year, there are still 203 outfalls remaining to be screened. In addition, in 2021 the Town adopted new Low Impact Development Standards that require certain green infrastructure techniques in sensitive/vulnerable parts of the Town.

The Town has a consultant under contract to finish the outfall screening, update the priority ranking, and assist the Town with revising the bylaw/regulations in the coming permit year.

### 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:

<https://www.scituatema.gov/department-of-public-works/pages/ms-4-permit>

- 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 SWPPP has been drafted for the Scituate Transfer Station. The SWPPP for the Highway/Public Grounds Maintenance Buildings and yard will be prepared in the upcoming year.

### **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:*

**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:*

Structural BMP's are being identified and mapped. Design plans from the Archives are being researched.

**Solids, Oil and Grease (Hydrocarbons), or Metals**

Annual Requirements

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

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

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

The Town of Scituate increases street sweeping of the North Scituate commercial district and the downtown Harbor District. This district lies in the Bound Brook watershed, which is impaired for turbidity. The Town purchased a new mechanical street sweeper this year to maintain annual requirements.

*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:

### 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: 12

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:1.01 School Program: Stormwater and conservation messaging**

Message Description and Distribution Method:

Annual school curriculum, programs, press release and social media post. The program incorporates demonstrations with groundwater model, watershed model and cleaning dirty water taught to elementary school students and parent volunteers in school program.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to the Covid-19 pandemic, the school program continued to be virtual. Environmental Educator Brian Taylor created a new series of videos on the school program content that teachers used with their students. The teachers also had the Watershed Jeopardy game to play with the students. All of the teachers were also given a packet of supplemental materials to go with the program. There were 120 students who participated in the program. In a sample survey, 60% of the students understood where their water comes from, the importance of conserving water, and how pollutants affect water quality before the program, and 90% understood the concepts after the program. A press release also went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Scituate Mariner. In addition, there were 371 views on the school program web page and 270 views on the NSRWA YouTube channel. The videos were also posted on the NSRWA Facebook page.

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:1.02 Rain Barrel Sale**

Message Description and Distribution Method:

Press release, social media posts, flyers and web page providing education about water conservation and the reduction of stormwater from impervious surfaces and the use of collected stormwater to irrigate landscape areas. Annual sale.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Scituate Mariner. Facebook posts were made on the NSRWA page and town connect pages. Information about the sale went out in the NSRWA E-newsletter to 10,000+ subscribers. There were 135 rain barrels sold with 33 sold to residents of Scituate.

Message Date(s): March 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:1.03 Gardening Green Expo**

Message Description and Distribution Method:

Annual regional event for WaterSmart South Shore Communities that provides information on how residents can reduce stormwater pollution from better landscape practices.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to the Covid-19 pandemic, the Gardening Green Expo had to go virtual. We had a week long event with live sessions each day as well as prerecorded speaker videos. There were 639 live attendees, as well as 1,007 YouTube viewers. We put speaker videos online and we had 4,170 web page views. We took orders for rain barrels, had downloadable water saving plant lists, and also reposted last years' speaker videos. We also had a drawing for free products and prizes including a a custom water-saving garden design and 115 people registered for that drawing.

Message Date(s): March 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:1.04 Greenscapes Guide**



Message Description and Distribution Method:

Digital download of landscaping techniques tha reduce stormwater pollutants (fertilzers, pesticides, herbicides).

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to the Covid-19 pandemic, the Greenscapes Guide could not be handed out at Gardening Green Expo. The downloadable Greenscapes Guide was promoted online and on the NSRWA Facebook page. It was also promoted on the Scituate Monthly - Our Town Facebook page. There were 118 total downloads with 35 from Scituate residents.

Message Date(s): May 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:1.05 MS4 Messages - Fertilizer for May**

Message Description and Distribution Method:

A fertilizer message posted on Facebook in May.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A message about fertilizer was posted on the NSRWA Facebook page in May. The You're Just Not Fertilizing the Lawn! post had a reach of 32,922 people and 2,697 engagements. The post was boosted in Scituate for \$50/10 days with a reach of 2,802 people and 152 engagements. There were also 209 page views on the stormwater web pages.

Message Date(s): May 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 educational BMP was added since the NOI was submitted to better reach and inform residents about fertilizer reduction in spring.

**BMP:1.05 MS4 messages - Grass Clippings in June**

Message Description and Distribution Method:

A grass clipping for residents post on the NSRWA Facebook page in June.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart regi

Measurable Goal(s):

A grass clippings message was posted on the NSRWA Facebook page in June. The grass clippings message had a reach of 121,097 people and 24,424 engagements. It was also posted on the Scituate Monthly - Our Town Facebook page with 15 engagements, and 3 shares. There were also 16 page views on the Know Before You Mow! web page, 101 page views on the Best Mowing Practices web page, and 209 page views on the stormwater web pages.

Message Date(s): June 2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

This educational BMP was added since the NOI was submitted to better reach and inform residents about grass clippings in spring.

**BMP:1.06 Pet Waste Education**

Message Description and Distribution Method:

Printed Scoop it cards, web article, press release and social media posts.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart regi

Measurable Goal(s):

Pet waste Scoop It cards were distributed to the town clerk's office (100), Driftway Animal Hospital (100), and the Scituate Animal Shelter (100). A post was created and posted on the NSRWA Facebook page and on the Scituate Monthly - Our Town Facebook page. An article was written on Addressing the Dog Waste Problem on the South Shore. This was sent to The Globe, the Patriot Ledger, Wicked Local, and the Scituate Mariner. There was also a live interview done on WATD. There were 66 page views on The Problem of Dog Waste on the South Shore web page, and 243 page views on the Pet Waste Education page.

Message Date(s): June 2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

[Empty text box]

**BMP:1.07 Septic Maintenance Education**

Message Description and Distribution Method:

Press release and social media post on maintenance of septic systems, corresponding with SepticSmart week in September.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A press release on septic maintenance to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Scituate Mariner. A Facebook post was boosted in September with a \$50 ad targeted to Scituate with a reach of 7,952 people and 335 engagements.

Message Date(s): September 2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

[Empty text box]

**BMP:1.08 Proper Management of Waste Materials and Dumpsters**

Message Description and Distribution Method:

Press release, social media post, web page, and brochure mailing to provide education relevant to managing and reducing waste from dumpster waste from entering stormwater.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A 6" X 11" postcard was created and mailed to all of the Businesses, Institutions, Commercial Facilities and Industrial Facilities in Scituate. There was a checklist of best practices on dumpster mainenance for companies to use on the postcard. It also included an online contest for people who respond to the questionnaire. There were 264 postcards mailed in Scituate.

Message Date(s): May 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:

[Empty text box]

**BMP:1.09 Leaf Litter Education**

Message Description and Distribution Method:

Don't blow, sweep or dump grass clippings and yard waste into streets or storm drains. Social media posts for October

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A message about leaf litter was posted on the NSRWA Facebook page in October. The Don't Blow It! message had a reach of 32,252 people and 3,431 engagements. The Facebook post was also boosted in Scituate with a \$50 ad for 10 days with a reach of 2,764 people and 140 engagements.

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:

[Empty text box]

**BMP:1.10 Proper Sediment and Erosion Control Management for Developers**

Message Description and Distribution Method:

Brochure provided by the Town of Scituate Planning, Conservation, Department of Public Works and Building Departments at permit request.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A brochure entitled Construction Stormwater Pollution Prevention Guide was created and delivered to the Building Department. These brochures will be handed to the person when they receive their permit. The town has been contacted to see if they need additional brochures for this year.

Message Date(s): November 2019 - Ongoing

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:

[Empty text box]

**BMP: Water for People**

Message Description and Distribution Method:

Press release, social media post, web page, boosted Facebook videos, and lawn signs. Funded by WMA Grant: BRP 2021-01: Demand Management Outdoor Water Conservation Campaign.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

In addition to the other deliverables for the town of Scituate, the NSRWA also received a WMA Grant on behalf of the WaterSmart towns. For this grant we produced a series of videos, an online pledge, and lawn signs. This campaign will continue throught the end of August. As of June 15, there have been 16,113 people reached and 193 engagements on Facebook in Scituate. There have also been 863 YouTube views.

Message Date(s): June 2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Additional messaging provided due to WMA Grant. Effective virtual campaign during COVID pandemic.

**BMP: [Message name here]**

Message Description and Distribution Method:

[Empty text box]

Targeted Audience:

[Empty text box]

Responsible Department/Parties:

[Empty text box]

Measurable Goal(s):

[Empty text box]

Message Date(s):

[Empty text box]

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:

[Empty text box]

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:**

A working group comprised of residents, design engineers, developers and regulators was created to discuss stormwater regulations. The Stormwater Bylaw was updated and approved at the Annual Town Meeting in 2016. Due to Covid-19, the working group did not meet to discuss further updates to the Stormwater 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:**

[Empty text box]

### 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:*

Mapping of the stormwater system is a living document and updated continuously throughout the year.

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

<https://www.scituatema.gov/department-of-public-works/pages/ms-4-permit>

*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:*

The Town is under contract to complete the remaining outfall screening in this permit year.

**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:

[Empty text box]

*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:*

After all remaining outfalls are screened, and re-prioritized, the Town will start planning for the catchment investigations.

**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:**

An MS-4 SOP Workshop was provided virtually by Fuss & O'Neill. The training provided templates to be used to generate Standard Operating Procedures in our parks, open spaces and storage of 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:

Site project inspections are performed by local boards and departments as well as consulting engineers.

### **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:

Following completion of a project, asbuilt drawings are submitted to the proper department for project closeout. Many of the site plans are permitted through the Planning Board and Conservation Commission Offices.

#### **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 Town is under contract for assistance with this assessment during 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 Town is under contract for assistance with this assessment during permit year 4.

#### **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 public beach parking lot was repaved, reducing the square footage of impervious area and installing a stone filter trench for all runoff to pass thru before leaving the site. In addition, the Town is under contract for assistance with a full inventory during permit year 4.

### 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:

Routine maintenance of all catch basins in Town is managed by the Highway Department and cleaned by a contractor. Coastal overwash events on Oceanside Drive, Surfside Road, Lighthouse Road and Rebecca Road require multiple cleanings throughout the winter months.

#### **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:

Site inspections were carried out by local board members, committees and consultants on projects under construction. 6 violations were issued typically due to overburden of erosion control measures (Silt Fence and Silt Sock).  
The contractors were notified immediately and action taken to control runoff and clean up any debris that had left the site.

**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:

Due to Covid-19, limited budgets, staffing, and hours disrupted many of the scheduled operational projects throughout Town.

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### **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:

The Town is under contract with a consultant, as well as working with available Town staff, to complete these activities to the best of our abilities in permit year 4.

## 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]*