

Year 6 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2023-June 30, 2024

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, 2023 and June 30, 2024 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)

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.

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:

<https://www.marionma.gov/681/Stormwater-Management-Information-for-th>

- Updated system map due in year 10 with information from completed catchment investigations
- 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:

The Town is making progress on the construction of the new DPW facility to be located at the end of Benson Brook Road. This facility will be equipped with a salt storage shed which will eliminate the need to cover the existing storage pile with tarps.

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
- This is not applicable because there are no septic systems present

** 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:

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)

Structural BMPs

- Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration*):

Any structural BMPs listed in Attachment 3 to Appendix F 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 3 to Appendix F. 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.

- 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 nitrogen 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:

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: 10

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: Low Impact Development

Message Description and Distribution Method:

This pamphlet describes the different ways to reduce impervious surfaces and decentralize stormwater management systems to reduce potential stormwater impacts from property development. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Developers

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

Message Date(s): Annually

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: Stormwater Pollution Prevention for Small Construction Sites

Message Description and Distribution Method:

Ten steps are listed for pollution prevention during construction of small developments. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Developers

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is

informed and up to date on all Town notices. Annual email notifications will begin in 2025.

Message Date(s): Anually

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: Dumpster Management

Message Description and Distribution Method:

Guidance is provided on limiting leaks and spills from commercial dumpsters. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

Message Date(s): Anually

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: Stormwater Pollution Prevention for Industrial Sites

Message Description and Distribution Method:

Guidance is provided on preventing pollution from developed industrial sites. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

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: Preventing Stormwater Pollution and You

Message Description and Distribution Method:

Provides basic information for homeowners on how to reduce the amount of pollutants in runoff from their properties for a number of potential sources. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

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: Scoop the Poop: Why is it a problem?

Message Description and Distribution Method:

Informs pet owners of the hazards associated with leaving pet waste outside rather than bagging and disposing in a trash receptacle. The notice is given out to dog owners when they receive their annual license. It is also available to view and download on the stormwater webpage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The number of licenses purchased each year are tracked. Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

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: Grass Clippings and Fertilizers

Message Description and Distribution Method:

Encourages homeowners to reduce fertilization and promotes the proper disposal of grass clippings. The document is available for viewing and downloading on the stormwater webpage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

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: Managing Leaf Litter

Message Description and Distribution Method:

Encourages residents to rake and dispose of leaves to minimize the amount entering drainage systems. The document is available to view and download on the stormwater webpage.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

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:

[Empty text box]

BMP: A Homeowners Guide to Septic Systems

Message Description and Distribution Method:

Educates homeowners on the importance of septic system maintenance. Document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations, Board of Health

Measurable Goal(s):

The number of homes and frequency of septic tank pump out is tracked by the waste haulers and provided to the Board of Health.

Message Date(s): Ongoing on the webpage and distributed with the issuance of permits by the Board of Health

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: Stormwater Management for the Proactive Business Owner

Message Description and Distribution Method:

Lists basic maintenance tasks for business owners to properly dispose of potential pollutants. Document is available for viewing and downloading on the stormwater webpage.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Public education is posted on the Town Website, and will be issued via the Town's email notification system annually. The Town actively encourages the public to join the Town's email notification system so everyone is informed and up to date on all Town notices. Annual email notifications will begin in 2025.

Message Date(s): Annually

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 for describing changes]

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 webpage is set up as a link within the DPW site on the Town's website. Residents are encouraged to contact the DPW Engineering Manager with any questions or concerns.

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 public is encouraged to report any problems with drainage or hazardous materials spills to the DPW and Board of Health. The Town's proposed Stormwater Bylaw has been discussed at a number of Planning Board meetings which provided an opportunity for public input. The DPW did not have a hazardous waste collection day during this reporting period. DPW plans to have a hazardous waste collection day sometime in 2025.

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

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

System mapping is complete for the following categories: Outfalls and catchments, receiving waters, catch basins, manholes, pipes, interconnections, treatment systems (BMPs).

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:

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:

Inspections of outfalls and interconnections was completed for dry weather flows. Four dry weather samples were collected.

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:

The DPW has several projects within the MS4 which consist of improvements to the existing street drainage system. The DPW continues to work with their engineering consultant to investigate the Town's drainage and sewer system problem areas.

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:

Employee Training

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

IDDE refresher training for DPW employees was conducted in the Spring of 2024 by personnel from the Buzzards Bay Stormwater Collaborative. The training was held at the Town Barn where the BBSC Illicit Discharge Investigation Trailer was present for the training.

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

Number of site plan reviews completed: 1

Number of inspections completed: 0

Number of enforcement actions taken: 0

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

Site plan review was performed for the proposed expansion of Fieldstone Farm Market. The project did not start construction before the end of the reporting period for Year 6.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3): A draft ordinance is under review by the Planning Board.

Website of ordinance or regulatory mechanism: N/A

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received: 0

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:

The Planning Board and Town Planner reviewed the local regulations which were deemed to be adequate with respect to the goal of reducing impervious surfaces and minimizing parking requirements.

[Empty rectangular box]

Green Infrastructure Report

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

Green infrastructure is encouraged in the current regulations. A Green Infrastructure Report has not been completed to assess the adequacy of the regulations.

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):

- Fire Station #1 - 50 Spring Street
- Sippican School - 16 Spring Street
- VFW Building - Mill Street
- DPW Maintenance Garage - 631 Mill Street

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 and the type of BMP(s) implemented. 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.

[Empty rectangular box]

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:

The area contributing runoff to the catch basin is inspected to determine the source of sediment and evaluate if stabilization of the road shoulder is required. The section of road or parking lot may also be flagged as requiring more frequent sweeping.

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:

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.

Year 7

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 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

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 7 below:

Continue to update the website.

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:	<input type="text" value="Rebecca Tilden"/>	Title:	<input type="text" value="DPW Director"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

[Signatory may be a duly authorized representative]