

Year 1 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
Reporting Period: May 1, 2018-June 30, 2019

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.

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:

Fax 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 and an explanation of why it is not posted on the web:

Part II: Self Assessment

*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 1 Requirements

- Develop and begin public education and outreach program

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- 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

Use the box below to input additional details on any unchecked boxes above or 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

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started. Then, proceed to Part V.

MCM1: Public Education

Number of educational messages completed during the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Web Page

Message Description and Distribution Method:

The Town's web page includes copies of brochures, articles, and links to stormwater issues. The website also includes FAQs and Notice to Residents about Pepperell's stormwater fee; general information about EPA's program and "Why Stormwater Matters" with the Think Blue Fowl Water video; link to the Northern Middlesex Stormwater Collaborative page; and tips for homeowners and businesses.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Links have been updated and in Permit Year 2 the Town will track hits and feedback.

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: Brochures / Pamphlets

Message Description and Distribution Method:

The Town customized two brochures from MassDEP to use in Permit Year 2; "Fertilizing the Lawn" and "Dog Waste and Surface Water Quality." These will be added to the website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Plan to distribute in Permit Year 2 and track distribution.

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:

Add an Educational Message

MCM2: Public Participation

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

The Stormwater Management Plan (SWMP) was posted for public review and made publicly available on the Town's website.

Significant public discussion about the value of the stormwater management program was completed through the Town's process to adopt a stormwater utility. The Storm Water Enterprise was adopted at the October 2018 Special Town Meeting. The Town began to issue Storm Water Utility fees to all town parcels in February 2019. During Board of Public Works meetings held on August 22, 2019 and September 19, 2019 (Permit Year 2), residents questioned the stormwater utility and its purpose. The Town educated those residents about the NPDES Permit requirements and the importance of adhering to all permit requirements. These meetings can be watched on Pepperell Public Access TV or on the Town's website.

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

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

- The Town has partnered with the Nashua River Water Association (NRWA) to host events in Pepperell related to wide variety of environmental topics including stormwater. Additionally, the NRWA conducts monthly water testing in Pepperell.
- The Nashua River Rail Trail- Fall Clean Up was held on December 1, 2018.
- A volunteer clean-up event known as the Green-Up was held from April 13, 2019 to April 28, 2019. The Pepperell Highway department provided garbage bags and picked up all collected trash from residents.
- The Squan-a-Tissit Chapter conducted a river clean-up day on the Nissitissit River on April 27, 2019.
- Pepperell and Tyngsborough worked together with The Great American Rain Barrel Program to bring rain barrels to local residents. This was the first year Pepperell has participated, and between Pepperell and Tyngsborough, 47 barrels were sold. Website: <https://www.greatamericanrainbarrel.com/>
- Each quarterly billing cycle for the enterprise fund, eight to 15 residents get educated on stormwater on a

one-by-one basis by Town staff while they are paying their bills.

• At the May 2018 Annual Town Meeting, the Town Voted to appoint Paula Terrasi to the Wild and Scenic Study Committee and residents voted to accept the Nashua, Squannacook, and Nissitissit River Stewardship Plan together with the recommendation to seek Wild and Scenic River designation. The Town has formed a Stewardship Council and will work with local communities to address various goals outlined in the Plan (<https://www.wildandscenicnashuarivers.org/stewardship-plan-and-appendices.html>). Many goals in this plan address issues with stormwater pollution and aim to help Towns meet NPDES permit requirements.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

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:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 5):

Pepperell has begun to satisfy requirements under Phase I mapping components of the MS4 permit including locating outfalls, catch basins, and drainage pipes. The Town has an inventory of drainage structures as of June 2011, and the Northern Middlesex Council of Governments (NMCOG) has begun improving drainage system mapping in Pepperell.

Screening of Outfalls/Interconnections

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

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

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

Number of outfalls screened:

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

Percent of total outfalls screened:

Catchment Investigations

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

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

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:

IDDE Progress

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

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

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:

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.

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 if conducted during the reporting period:

Town staff participated in several Northern Middlesex Stormwater Collaborative meetings and workshops about the MS4 program, including the training held in Westford on August 14, 2019 (Permit Year 2). During this training, communities were educated about the MS4 Permit Annual Report and shown how to test water quality at outfalls for the IDDE Program.

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:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town will review existing bylaws and regulations and determine what updates or additions are needed to meet the requirements of the General Permit by the end of Permit Year 3.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

Under the Subdivision Rules & Regulations and Site Plan Review, the Town requires the submission of as-built plans and ensures long term operation and maintenance for certain projects. The Town will review existing bylaws and regulations and determine what updates or additions are needed to meet the requirements

of the General Permit by the end of Permit Year 3.

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:

Preparation for the Street Design and Parking Lots Report has not yet begun as this requirement is due in Permit Year 6.

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:

Preparation for the Green Infrastructure Report has not yet begun as this requirement is due in Permit Year 6.

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:

Preparation for the Retrofit Properties Inventory has not yet begun as this requirement is due in Permit Year 6.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

N/A - this requirement is due in Permit Year 3.

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

N/A

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, if known.

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

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Written procedures for street sweeping are not required to be completed until the end of Permit Year 4. The Town will review existing street sweeping practices and establish written procedures. The Town swept the majority of streets in town in 2019, including all public ways in the Urbanized Area. The total cubic yards for the whole town is reported below.

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

No separate program for rural uncurbed roadways with no catch basins at this time.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town currently stores salt and sand in two different sheds that are both covered to prevent runoff to any

nearby resource areas or waterbodies.

Written procedures for winter road maintenance are not required to be completed until the end of Permit Year 4. The Town will review existing winter road maintenance practices and establish written procedures.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The inventory of permittee-owned properties is not required to be completed until the end of Permit Year 4.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The operation and maintenance procedures are not required to be completed until the end of Permit Year 4. As the Town prepares the Inventory of Town-Owned Properties, they will concurrently prepare O&M procedures associated with the properties included in the inventory.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town will identify what properties and facilities are in need of a SWPPP and will prepare these in accordance with the General Permit by the end of Permit Year 4.

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:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Written procedures for operation and maintenance of stormwater treatment structures are not required to be completed until the end of Permit Year 4.

Part V: 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):

<https://www.nashuariverwatershed.org/what-we-do/protect-water-and-land/river-water-quality-overview/wqm-data-historic.html>

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:

The Nashua River Watershed Association (NRWA) is an important partner in Pepperell's stormwater program and NRWA has been monitoring water quality in Pepperell's receiving waters for many years. Analysis includes dissolved oxygen, E.coli, conductivity, pH, and temperature. Historic water quality data and "Report Cards" from these efforts will help the Town prioritize MS4 program activities, particularly public education and IDDE Plan implementation.

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:

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 2 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
- Continue public education and outreach program

Provide any additional details on activities planned for permit year 2 below:


Part VI: Certification of Small MS4 Annual Report 2019

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]