

**Year 1 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**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: West Boylston

EPA NPDES Permit Number: MAR041171

**Primary MS4 Program Manager Contact Information**

Name: Gary Kellaheer

Title: DPW Director

Street Address Line 1: 35 Worcester Street

Street Address Line 2:

City: West Boylston

State: MA

Zip Code: 01583

Email: gkellaheer@westboylston-ma.gov

Phone Number: (508) 835-4820

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**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:

West Boylston is in the process of allocating funding to develop their SWMP during FY22. It will be posted to the Town's website once it is completed. It will be complete by June 30, 2022, and reflect permit requirements through the end of Year 4.

## Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

### 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 1 Requirements

- Develop and begin public education and outreach program  
 Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - The SSO inventory is attached to the email submission
  - The SSO inventory can be found at the following website: Develop written IDDE plan including a procedure for screening and sampling outfalls  
 IDDE ordinance complete  
 Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
  - The priority ranking of outfalls/interconnections is attached to the email submission
  - The priority ranking of outfalls/interconnections can be found at the following website:  


The priority ranking will be completed during Permit Year 4. Construction/ Erosion and Sediment Control (ESC) ordinance complete  
 Develop written procedures for site inspections and enforcement of sediment and erosion control measures  
 Develop written procedures for site plan review  
 Keep a log of catch basins cleaned or inspected  
 Complete inspection of all stormwater treatment structures

### 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
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

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:

Due to limited resources and staff turnover, West Boylston has not been able to meet all of the Year 1 requirements of the MS4 Permit. The Town will distribute its required public education messages in future permit years. Mapping of stormwater infrastructure in West Boylston is incomplete, and efforts are being made to update and complete the mapping before developing a priority ranking or an IDDE Plan, all of which is planned for Permit Year 4. Additional mapping is needed in areas that were identified as regulated based on 2010 census data.

West Boylston's Rules and Regulations Governing the Subdivision of Land include written procedures for site plan review, erosion and sediment control, and site inspection requirements. West Boylston's Zoning Bylaw also includes language relating to site plan review, erosion and sediment control, and site inspections. The Town also has in place a Stormwater Management Bylaw that regulates new development and re-development projects and requires a Stormwater Management Permit for disturbances greater than 10,000 SF. However, these documents must be reviewed and/or adapted to ensure they meet the construction and post-construction stormwater runoff control requirements of the 2016 MS4 Permit.

West Boylston inspects and cleans their catch basins town-wide at least once annually. However, this information is not being logged and recorded unless problems are encountered. In Permit Year 4, the Town plans to develop an electronic catch basin cleaning data collection program. In the mean time, the Town plans to use paper forms to collect data for optimization planning during Permit Year 4 until this electronic data collection program can be developed and implemented.

Once their written SWMP is developed in Permit Year 4, the Town will provide an opportunity for the public to participated in implementation of the SWMP.

Mapping and inspection of stormwater treatment structures will also begin in Permit Year 4, along with municipal employee training on illicit discharge, detection, and elimination, and stormwater pollution prevention at municipal facilities.

### 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 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: Social Media Outreach - Video**

Message Description and Distribution Method:

West Boylston participated in the Central Massachusetts Regional Stormwater Coalition (CMRSWC) in Year 1, which partnered with ThinkBlue MA to run an educational advertising campaign on social media. The campaign ran the "Fowl Water" advertisement through sponsored posts on Facebook and Instagram and as a YouTube pre-roll video.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The campaign received 1,738 impressions on Facebook and Instagram and 4,619 impressions on YouTube during Permit Year 1.

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:

The opportunity to participate in this ad campaign arose after the NOI was filed.

#### **BMP: Dear Resident Letter**

Message Description and Distribution Method:

The Town distributes an annual "Dear Resident" letter prior to Spring Town Meeting, notifying all residents of the meeting and sharing town announcements. The "Dear Resident" letter distributed during Permit Year 1 included a message reminding residents to pick up after their dog and that, when improperly disposed of, dog waste causes water pollution.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The letter was sent to every residence in West Boylston during Permit Year 1.

Message Date(s): Spring 2019

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:

As West Boylston did not complete its written SWMP during Year 1, no opportunity for public comment or involvement was provided. The Town will make the SWMP available for public comment and input in future permit years when the document is finalized.

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:

West Boylston provides many annual opportunities for public involvement and participation in implementation of the stormwater management program. The Town is part of the Wachusett Watershed Regional Recycling Center, which holds four hazardous waste collection days per year and is open to all residents. The Town holds an annual town-wide clean-up on Earth Day. This clean-up was held on April 17, 2019. West Boylston also continues to implement a "Pay-As-You Throw" initiative for household waste management while offering single-stream recycling, encouraging residents to recycle and reducing trash.

## 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:

West Boylston's MS4 map is mostly complete, however, some effort is needed to convert the mapping from CAD files and PDFs to a more useful GIS-based format. Some additional mapping of existing drainage infrastructure is also needed in select areas, especially in areas that were designated as urbanized based on 2010 census data.

### **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:

N/A

*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

*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 conducted during the reporting period:

No employee IDDE training was conducted during Permit Year 1. The Town plans to begin conducting employee training after the IDDE plan is developed in Permit Year 4.

**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: 9

Number of inspections completed: 37

Number of enforcement actions taken: 0

## **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:

West Boylston's stormwater bylaw currently requires development projects to meet the requirements of the Massachusetts Stormwater Standards and Stormwater Handbook. This bylaw will be updated in future permit years to meet the additional requirements of the 2016 MS4 permit.

### **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:

West Boylston's Zoning Bylaw currently requires the submission of as-built plans prior to receiving a certificate of completion. This bylaw may be updated in future permit years to specifically require that the stormwater management system be shown on the as-built plan and to require an operation and maintenance plan for the stormwater management system.

### **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 will begin working on the street design and parking lots report 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 will begin working on the green infrastructure report 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:

The Town will begin assembling the retrofit properties inventory during Permit Year 4.

**MCM6: Good Housekeeping****Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

While the Town does not have a written catch basin cleaning optimization plan in place, the Town cleans approx

*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:

The Town is working to allocate funding to develop written procedures for sweeping streets and municipally-owned lots.

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

- Number of miles cleaned: 50 miles (100 lane-mi)
- Volume of material removed: [ ] [UNITS]
- Weight of material removed: [ ] [UNITS]

*If applicable:*

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

This plan will be developed as part of the planned development of the Town's written street sweeping procedures in Permit Year 4.

**Winter Road Maintenance**

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

The Town has written winter road maintenance procedures in place. No sand is used for winter road maintenance.

**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 Town is working to develop the inventory of municipally-owned parks, open spaces, buildings, facilities, vehicles, and equipment.

**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 Town is working to allocate funding to develop O&M Procedures for its parks and open spaces, buildings and facilities, and vehicles and equipment.

**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 is in the process of allocating funding to develop SWPPPs for the DPW Facility and the Temple Street storage area.

*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:

N/A

**O&M Procedures for Stormwater Treatment Structures**

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

The Town is in the process of developing an inventory of municipally-owned stormwater treatment structures. This inventory will be used to develop written procedures for the operation and maintenance of stormwater treatment structures.

**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.mass.gov/doc/2018-wachusett-reservoir-watershed-water-quality-report/download>

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:

DCR has conducted sampling at outfalls located within West Boylston that are under their jurisdiction. This

data has been shared with the Town and has been provided to EPA/DEP as part of DCR's annual report. DCR also develops a yearly Water Quality Report for the Wachusett Reservoir. The 2018 report is available at the link above.

### **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

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

### **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 in the last 5 years
- 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 uncurbed streets at least annually

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

## Part V: 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]*