

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*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, 2019 and June 30, 2020 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization: West Boylston

EPA NPDES Permit Number: MAR041171

**Primary MS4 Program Manager Contact Information**

Name: Gary Kellaher Title: Director of Public Works

Street Address Line 1: 35 Worcester Street

Street Address Line 2:

City: West Boylston State: MA Zip Code: 01583

Email: Phone Number: (508) 835-4820

**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:

West Boylston is working to allocate 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. 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>

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			<input type="button" value="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 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*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 2 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, staff turnover, and limited resources have impacted the Town's ability to complete many Year 2 requirements. While West Boylston has some of its drainage system mapped, further effort is required to bring the mapping into a workable GIS format and meet all of the Phase I requirements especially in areas that were

designated as urbanized based on 2010 census data. The IDDE plan, catchment investigation procedures, and IDDE training have not been completed, but are planned for Permit Year 4.

The Rules & Regulations Governing the Subdivision of Land in West Boylston and the West Boylston Zoning Bylaw include a requirement to submit as-built plans prior to receiving a certificate of completion for new development and redevelopment projects, however those regulatory mechanisms do not include provisions requiring the long-term operation and maintenance of stormwater management systems. West Boylston will update these regulatory mechanisms in Permit Year 4 to meet permit requirements.

The Town is currently developing an inventory of municipally owned parcels, vehicles, equipment, and stormwater treatment structures that will be used to develop written Operation and Maintenance Procedures. While the work could not be completed in Permit Year 2, efforts to complete this requirement are ongoing. Similarly, West Boylston recognizes the need to develop a SWPPP for its DPW facility, and the Temple Street Storage Facility. These SWPPPs will be developed during Permit Year 4.

### 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:
- 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 outfall and interconnection inventory and priority ranking as needed

*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:

West Boylston was not able to complete its SWMP during Permit Year 2 for the same reasons many year 2 requirements were not met, discussed above. Since the SWMP and MS4 mapping are still in progress, and the IDDE plan has not yet been developed, no employee IDDE training was conducted during the reporting period and no updates were made to the outfall/interconnection inventory.

**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:

An informational message about dog waste management was included on the "Dear Resident" letter sent to every residence ahead of Spring Town Meeting during Permit Year 2.

*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:**

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: Brochure/Website**

Message Description and Distribution Method:

The Board of Health maintains a brochure on their website informing residents about dog waste and its impacts on surface water quality. The brochure was developed by DCR and focuses specially on pet waste management within DCR watershed lands.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The flyer has been available to the public for most of the permit term. It is posted on the Board of Health's website at this link: <https://www.westboylston-ma.gov/sites/g/files/vyh1f1421/f/uploads/wachdogwaste.pdf>

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: Social Media Outreach - Video**

Message Description and Distribution Method:

West Boylston participated in the Central Massachusetts Regional Stormwater Coalition (CMRSWC) in Year 2, 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 8,160 impressions on Facebook and Instagram and 16,036 impressions on YouTube

during Permit Year 2.

Message Date(s): July 2019; May-June 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:

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 2 included a message reminding residents to pick up after their dog and that, when improperly disposed of, dog waste causes water pollution.

Targeted Audience: Residents

Responsible Department/Parties: Select Board

Measurable Goal(s):

The letter was sent to every residence in West Boylston during Permit Year 2.

Message Date(s): Spring 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:

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:**

As West Boylston did not complete its written SWMP during Permit Year 2, no opportunity for public comment or involvement was provided. The Town will make the SWMP available for public comment and

input during Permit Year 4 and in future permit years as the document is developed and updated.

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:**

West Boylston provides many annual opportunities for public involvement and participation in implementation of its stormwater management program. The Town continued to be a part of the Wachusett Watershed Regional Recycling Center, which continued to operate and accept hazardous waste during the COVID-19 pandemic. The Town continued its "Pay-as-you-throw" initiative for household waste management and continued to offer single-stream recycling during Year 2. No organized waterway or earth day cleanups were held due to the impacts of COVID-19.

### **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**

*Below, check all that apply.*

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

*Optional:* Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

West Boylston mapped its drainage infrastructure in certain areas of town in 2008 as part of an as-built survey for a sewer expansion project. The mapping that exists is comprehensive, however it is in CAD format and does not include the entire regulated area in West Boylston. The Town will update, expand, and convert its MS4 mapping into a more workable GIS format during Permit Year 4.

#### **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:

N/A

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

Number of 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:

N/A

*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/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:

N/A

### **Employee Training**

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

No employee training related to the MS4 Permit and/or Illicit Discharge Detection and Elimination was conducted during the reporting period.

### **MCM4: Construction Site Stormwater Runoff Control**

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

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

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

#### **Ordinance or Regulatory Mechanism**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

### **As-built Drawings**

Describe 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:

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 the submission of an operation and maintenance plan for the stormwater management system. Supporting Rules & Regulations may also be developed to consolidate all of the Town's regulatory language relating stormwater management on new development and redevelopment parcels into one document.

### **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.

**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 Town plans to start collecting the required data to build their optimization plan in Permit Year 4. However, the Town does currently clean all catch basins town-wide annually.

**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]

**O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

**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:

N/A

## **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:

DCR has conducted sampling at outfalls located within West Boylston that are under their jurisdiction. This data had been shared with the Town and has been provided to EPA/DEP as part of DCR's Year 2 annual report. DCR also develops a yearly Water Quality Report for Wachusett Reservoir. The 2019 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:

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 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 strained already limited resources in West Boylston, preventing the Town from meeting many of its Year 2 and annual requirements. These impacts have been discussed above, and the Town is committed to

becoming compliant with all MS4 requirements as soon as practicable.

### **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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

### **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 uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- 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

Provide any additional details on activities planned for permit year 3 below:

## Part V: Certification of Small MS4 Annual Report 2020

### 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:

Christopher Rucho

Title:

Chairman, Select Board

Signature:



Date:

9-5-21

*[Signatory may be a duly authorized representative]*