

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

*\*\*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, 2022 and June 30, 2023 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>

<b>Impairment(s)</b>				
	Bacteria/Pathogens	Chloride	Nitrogen	Phosphorus
	x Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>				
<i>In State:</i>	Assabet River Phosphorus	x Bacteria and Pathogen	Cape Cod Nitrogen	
	Charles River Watershed Phosphorus	Lake and Pond Phosphorus		
<i>Out of State:</i>	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

- x Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- x Kept records relating to the permit available for 5 years and made available to the public
- x 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:

- x Updated system map due in year 2 as necessary
- x Provided training to employees involved in IDDE program within the reporting period
- x Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- x All curbed roadways were swept at least once within the reporting period
- x Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- x 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:*

**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:*

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

Annual Requirements

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- × Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
  - The street sweeping schedule is attached to the email submission
  - The street sweeping schedule can be found at the following publicly available website:

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

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

---

*Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:*

Community cleanup efforts by the DPW staff and seasonal staff were performed outside of normal trash pick up routes and near waterbodies, in the following areas: Rail Trail at Denver St., Eastern Ave., Walnut St., Hamilton St. at Saugus River, Fairmont Ave (between Wonderland and Atherton), Middle High School, and Main St. (from DPW to Wakefield town line).

DPW planted 14 trees in the following areas throughout Town: 168 Essex St., 191 Essex St., 203 Essex St., 204 Essex St., 36 Jackson St., 91 Vine St., 50 Ballard St., 49 Saville St., 53 Saville St., 261 Central St., 50 Dudley St., and Riverside Cemetery (three trees were planted at this location).

### 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: School Curricula/Programs**

Message Description and Distribution Method:

Utilize MWRA School Outreach Program for 1 classroom presentation on stormwater in each elementary school. Dwayne the Storm Drain presentation.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Classroom presentations on stormwater to all first grade classrooms at the public schools.

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:

No longer 4 elementary schools due to school structure consolidations. MWRA still covered all first grade classes.

#### **BMP: Snow Removal and Deicing Brochures/Pamphlets**

Message Description and Distribution Method:

Snow removal and deicing brochures were sent to all businesses with chamber of commerce on 6/7/2023.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Distribute to businesses registered with Saugus Chamber of Commerce. The brochures were distributed to 28 businesses registered with the Saugus Chamber of Commerce during the current reporting period. At this

opportunity, the Parking Lot Pollution Prevention Flyer was re-distributed as well.

Message Date(s): June 7, 2023

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: Low Impact Development Brochures/Pamphlets**

Message Description and Distribution Method:  
LID Pamphlet developed and began being handed out to project proponents as of 5/31/2023.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):  
Number of brochures handed out to development/redevelopment project proponents.

Message Date(s): May 31, 2023

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: Newspaper Articles/Press Release**

Message Description and Distribution Method:  
Auto Repair Pollutions Prevention fact sheet mailed out to Auto Repair / maintenance shops as of 5/26/2023.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):  
Number of brochures handed out to Auto Repair / maintenance shops. There were 22 brochures mailed out during the current reporting period.

Message Date(s): May 26, 2023

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 fact sheet was mailed out to Auto Shops instead of a press release for a more targeted delivery of the material.

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:**

At the annual Saugus Founders Day, representative engineers and Town staff worked an information booth at the event discussing the town stormwater permit and passed out supplemental information.

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:**

### MCM3: Illicit Discharge Detection and Elimination (IDDE)

#### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

### **MS4 System Mapping**

*Optional: Provide additional status information regarding your map:*

MS4 System mapping is being updated as catchment area investigations proceed.

### **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:*

### **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:*

### **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:*

Pillings Rd. detected illicit was repaired by the town. Noted on 2/22/2023

### **Employee Training**

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

Department heads participate in quarterly stormwater committee meetings and training discussions occur during the year, as lead by the stormwater consultant. Formal training is provided through recorded sessions to new employees. Consultant IDDE training occurred June 2023. The Town utilizes the services of a consultant to complete IDDE investigations. Consultant IDDE employee training was held on June 14, 2023.

**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**

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

**As-built Drawings**

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

Number of as-built drawings received:

*Optional: Enter any additional information relevant to the submission of as-built drawings:*

**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:

**Green Infrastructure Report**

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

**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):

See Appendix A for list of sites.

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. 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.

## 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:

### Street Sweeping

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

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

### Stormwater Pollution Prevention Plan (SWPPP)

Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

## 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. If any of the above year 5 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:*

### 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 6 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
- 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 6 below:

## 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:

Title:

Signature:

Date:

*[Signatory may be a duly authorized representative]*