

Year 3 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2020-June 30, 2021

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, 2020 and June 30, 2021 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 (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)

Bacteria/Pathogens Chloride Nitrogen Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State: Assabet River Phosphorus Bacteria and Pathogen Cape Cod Nitrogen
 Charles River Watershed Phosphorus Lake and Pond Phosphorus

Out of State: Bacteria/Pathogens Metals Nitrogen Phosphorus

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 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

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 3 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:

All year 3 requirements were completed ahead of due dates.

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 system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

Optional: If you would like to describe progress made on any incomplete requirements listed above, 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:

All annual requirements were completed as described above.

Charles River Watershed Phosphorus TMDL

- Completed the funding source assessment

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

The Funding Source Assessment was completed with the involvement of Town employees and volunteers from various committees and departments. Two meetings were held to discuss the scope and cost of the Phosphorus Control Plan and implemented actions. Please see Attachment 1 for the Funding Source Assessment narrative, and meeting slides.

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

Sherborn has been proceeding with compliance to MS4 regulations with the intent of early completion of milestones ahead of permit deadlines. Greater detail on the Town's compliance measures are contained in the

remainder of this document below.

General note: Since there are no industrial facilities in Sherborn, no educational messages will be sent to this audience.

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:

Sherborn has not made any changes to receiving waters, outfalls, or impairments in the last permit year.

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:1.6- Brochures/Pamphlets for Businesses- Changed to Email Communication of Websites

Message Description and Distribution Method:

As part of the outreach for the MS4 compliance, Sherborn reached out to members of the Sherborn Business Association with stormwater information via email. Sherborn is mostly residential and has a very limited business community. Email was a safer and more comprehensive alternative than providing pamphlets and email is an effective way to reach a small group.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

43 businesses were contacted with stormwater outreach materials from Mass.gov (<https://www.mass.gov/guides/stormwater-outreach-materials-to-help-towns-comply-with-the-ms4-permit>)

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:

Additional web pages were provided instead of the planned pamphlets and brochures. With less people gathering in common areas and less business owners and employees visiting town hall, pamphlets and brochures were a less effective method to reach out to businesses.

BMP:1.1 - Interactive MS4 Map Posted Online

Message Description and Distribution Method:

Sherborn has posted their MS4 infrastructure on a publicly available interactive map. The map is maintained and edited by DPW, PeopleGIS, and the town consultant. The map is available at: <https://www.mapsonline.net/sherbornma/>. To access the stormwater map, users click 'Layers' and check 'Stormwater'. This map helps the citizens to visualize how their stormwater infrastructure is connected to waterbodies.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Continue public education efforts for the remainder of the permit period by maintaining this map online. It will be edited as more complete mapping becomes available. The map was updated with new pipes, catch basins and outfalls during this reporting period. Sherborn also upgraded their mapping and database subscription with PeopleGIS Quick Asset to include tools to more effectively track the stormwater program.

Message Date(s): Ongoing

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:

N/A

BMP:1.2 Web Page for Businesses

Message Description and Distribution Method:

Sherborn used outreach materials and guidance from various sources (Think Blue Massachusetts, MassDEP, Cape Cod Stormwater) for posting online and sharing via email. This implements outreach for relevant impairments town wide.

Targeted Audience: Businesses, institutions and commercial facilities, Developers

Responsible Department/Parties: Conservation, Planning, DPW

Measurable Goal(s):

The goal was to provide links on town website that are catered towards commercial facilities in FY 2021. One message per 5 year permit term is required. Sherborn exceeded this goal with many methods of education. A link providing stormwater education materials to businesses was included on the Town Website Community Page under 'Doing Business in Sherborn'. Information was also shared directly with the Sherborn Business Association Membership. Sherborn reached out to members of the Sherborn Business Association with stormwater web pages via email. There are very few brick and mortar stores businesses and this is the most effective way to reach out. 43 businesses were contacted with stormwater outreach materials from <https://www.thinkbluemassachusetts.org>. Stormwater information was also provided on the DPW website on the same day at: <https://www.sherbornma.org/department-public-works/pages/stormwater-regulations-information-updated-june-22-2021>. Developers were also included in these mailings.

Message Date(s): 6/22/21

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 web page edits were augmented with direct email contact because of COVID-19.

BMP:1.3 - Meetings with Developers and the Farm Pond Committee Liaison

Message Description and Distribution Method:

A program has been created to connect developers with the Farm Pond Committee liaison to disseminate information on programs and best stormwater management activities. The Committee educates the public and watershed residents about Farm Pond issues and what they can do to improve water quality. When a new resident or new construction occurs on the pond, they reach out immediately, get their email information and send them information about the pond, and issues it faces with stormwater.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Liaison, Board of Selectmen

Measurable Goal(s):

Sherborn has continued to appoint liaisons to developers that have projects in town. The liaisons provide information on relevant programs and activities. However there was no development in the Farm Pond watershed during the reporting period, so there was no outreach opportunities to report.

Message Date(s): Messages are continuous as developers apply for permits.

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:

N/A

BMP:1.4 - Web Page for Developers/BMP recommendations**Message Description and Distribution Method:**

Provide links to Stormwater BMPs and other water quality educational resources on the Town's website targeted toward developers.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Conservation, Planning, DPW

Measurable Goal(s):

Efforts have been ongoing since 2018. The Town will continue to educate and help apply best management practices. The Town has stormwater information made available at: '<https://www.sherbornma.org/conservation-commission/pages/stormwater-regulations-information>' for easy reference and education of developers and their residential customers.

Message Date(s): Ongoing

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:

N/A

BMP:1.5- Post SWMP on Town Website

Message Description and Distribution Method:

The Sherborn Stormwater Management Program was posted on the Town Website so that it is available to interested parties and stakeholders to review.

Targeted Audience: Residents, Businesses, Developers

Responsible Department/Parties: Conservation Commission, DPW, Planning Board

Measurable Goal(s):

Post this document online and perform updates as the SWMP evolves. This SWMP is updated online along with the improvements that occurred over the last permit term and resides at <https://www.sherbornma.org/departments-public-works/pages/stormwater-regulations-information>

Message Date(s): Ongoing

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:

N/A

Add an Educational Message

MCM2: Public Participation

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

The SWMP was posted to the town website at: <https://www.sherbornma.org/departments-public-works/pages/stormwater-regulations-information>. Here it is available for safe, socially-distanced public review with the Sherborn DPW contact information posted next to it.

Also, updates on MS4 process Stormwater Management have been given at Selectboard meetings throughout the year which are posted open meetings, virtual on zoom, and recordings shared on DSCTV.

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:**

Sherborn DPW sponsors a clean-up day at the roadways and along waterbodies in Town during the spring. Responsible Parties include: DPW, Conservation Commission, Forest and Trails, and Friends of Farm Pond. This year because of the pandemic it was expanded to a widely publicized month long program so that participants did not have to congregate. DPW provided trash pickers, gloves, safety vests, and bags and left

them out for participants to use.

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:

All of Sherborn's known outfalls have been mapped inside the regulated area. The Town has mapped an estimated 95% of the pipes and inlets in the regulated area over the duration of the stormwater program. Mapping of the structures inside the MS4 regulated area is ongoing. Commendably, Sherborn is also mapping stormwater infrastructure beyond what is required, and is mapping outside of the regulated area. Interconnections are not present in the Town. All features are displayed in the interactive Sherborn stormwater map at the following website: <https://www.mapsonline.net/sherbornma/>.

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

See Attachment 2 for outfall screening results and the updated inventory and ranking of outfalls from Permit Year 3.

*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:

Most outfalls had been screened prior to Permit Year 3. All 12 remaining outfalls were screened on 10/15/20

during dry conditions. The last previous rain event was 0.02 inches on 10/8/20. There was no flow at any of these outfalls, therefore water testing was not necessary. They had been inspected structurally as part of the mapping and routine inspections. There were no signs of IDDE at these outfalls.

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 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:

Catchment investigations are not due until Year 7. However, work on catchment investigations is planned for year 4.

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 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:

No illicit discharges were found during inspections of the stormwater system or during normal maintenance operations. No illicit discharge complaints were filed by residents. Sherborn DPW has a permit program for residents or businesses discharging non-stormwater substances to the MS4 as listed in permit part 1.4 that is more stringent than the minimum requirements. Details of this permit are in the IDDE Program (Attachment B of the SWMP) in section 1.3.

Employee Training

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

IDDE Employee training occurred on June 25, 2021. 14 people were in attendance from DPW, Police, Fire, Building, Conservation Commission, Planning, and Board of Health. The training covered how to detect, track and eliminate illicit discharges. The slides and attendance sheets are in Attachment 3. Additionally, implementation training with Sherborn's mapping contractor, PeopleGIS held a training for the improved stormwater workorder and mapping system known as Quick Asset that is used to track illicit discharges. The training occurred on June 26, 2021.

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:

A site plan review was conducted for the new access road for the Pine Hill Elementary School. Construction began towards the end of the permit year and one inspection was completed. There was no need for enforcement actions.

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

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:

No developments greater than 1 acre in size were completed.

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:

Preliminary discussions were held within Sherborn's stormwater team for this requirement due September 2022.

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:

Preliminary discussions were held within Sherborn's stormwater team for this requirement due September 2022.

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 Sherborn stormwater team had initial discussions to understand the intent of this inventory. The purpose and basic outline of the report are included in BMP 5.4 of the SWMP.

MCM6: Good Housekeeping

Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The catch basin cleaning and inspection plan is the Sherborn SWMP Attachment D- Municipal Stormwater Infrastructure Operation and Maintenance Plan at: <https://www.sherbornma.org/conservation-commission/files/attachment-d-municipal-stormwater-infrastructure-operation-and>)
The catch basin cleaning contractor inspected for structural damage after removing sediment from all catch basins. The DPW was notified if there were any deficiencies. Inspections also include a count and location of catch basins that are more than 50% full.

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:

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:

There was no need for any corrective actions.

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:

N/A

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:

All stormwater BMPs have been implemented as planned in the Stormwater Management Plan.

COVID-19 Impacts

Optional: If any of the above year 3 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:

N/A

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

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

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)

Provide any additional details on activities planned for permit year 4 below:

Sherborn also has plans for, and has completed, the following in Permit Year 4:

- >Mapping outside the MS4 area.
- >Meetings to discuss the financial plans for creation and implementation of the Phosphorus Control Plan
- >Catchment Investigations (if dry weather occurs)
- >Additional mapping inside the MS4 area
- >BMPs to reduce pollutant loading and water volume from roadways upgradient of an organic farm.

Part V: Certification of Small MS4 Annual Report 2021

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:

Digitally signed by David R. Williams
Date: 2021.09.28 16:15:08 -04'00'

[Signatory may be a duly authorized representative]