

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

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 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:

Staff shortages and turnover within the DPW have resulted in the inability to perform the Dry weather outfall screening and interconnection ranking. Comprehensive Engineering Inc. has been procured to conduct the outfall testing in the fall of 2021 and the Spring of 2022. A copy of the fully executed contract for this work is included with this reports attachments.

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:

SSO Report is attached to the Email. This form will not allow the selection of the previous option

- 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:

The Town is in the early stages of planning a new DPW facility: while updating and improving the existing facility as necessary, Town resources and efforts will be focused on the new facility which will include new BMPs and SWPPP, a fully enclosed salt storage facility, drainage infiltration systems, and other revised O&M practices.

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:

Public education and outreach was limited to non-in-person efforts only. The Town heavily relied upon the efforts of the Connecticut River Stormwater Committee for the dissemination of educational materials.

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.
 - The BMP information is attached to the email submission
 - The BMP information can be found at the following website:

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

- ☐ 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:

In previous years, the Town installed a Decanting-Container Station to maintain an active street sweeping and catch basin cleaning program. Unfortunately, a design error resulted in the stations breakdown: too many fine particles ended up in the effluent line to a nearby sanitary sewer pump station resulting in the burnout of the stations pumps and the clogging of the low pressure discharge line. For this reason, the Town could not do more than the base requirements for street sweeping and catch basin cleaning in year three as it did not budget for the disposal of non-filtered material. The facility has since been repaired and the Town will have the ability to increase its efforts in sediment removal from the street surfaces and catch basins throughout.

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

Continued Staff turnover, exacerbated by the diminished labor pool, resulted in vacancies for a sizable portion of the year for both the labor and administrative offices of the department of public works.

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:#1. Think Blue Connecticut River Website

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

See page six : <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.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:

As indicated in previous annual reports, the website was not mentioned in the NOI and SWMP, but with development now completed is most central to all messaging in the region.

BMP:#2. Cigarette butts

Message Description and Distribution Method:

: Materials and messaging for this campaign to reduce cigarette butt litter were developed in Year 2. Due to a general sense among members that messaging would get lost in the mix given far greater public concern with the Covid-19 pandemic, actual launch of campaign messaging occurred in Year 3. At the heart of the campaign is an image of a baby bird with a cigarette butt in its mouth. PVPC obtained permission for use of this image through a photographer who is associated with the Florida Audubon Society

Targeted Audience:

Responsible Department/Parties: PVPC staff and Connecticut River Stormwater Committee

Measurable Goal(s):

see page 6: See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Message Date(s):

Decals were displayed throughout Year 3 in each member municipality.
Facebook ad ran for 9 days, from May 20 to 28, 2021
PVPC's Facebook post went up on May 21, 2021

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:

Postponed to Year 3 and rather than messaging through use of PVRTA bus panels, decided to message with large decals on public works vehicles throughout the region, which was supplemented with press release, Facebook messaging, and Think Blue Connecticut River website information on cigarette butts.

BMP:#3. Dumpster waste and avoiding contaminated flows

Message Description and Distribution Method:

See page 13: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Businesses, institutions, and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

An e-mail about Think Blue Connecticut River resources on dumpsters for Boards of Health went to the full membership of the Massachusetts Health Officers Association, 650 people

Message Date(s): The article went to the 650 members of the MHOA on March 24, 2021.

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:

see page 10, <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

BMP:#4. New MS4 development standards and erosion and sediment control

Message Description and Distribution Method:

see page 12, <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

see page 13, <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.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:

Due to the Covid-19 pandemic, this messaging was moved to Year 3 and done virtually as a booth as offered by the Conference.

BMP:#5. Fleet maintenance to avoid spills and leaks

Message Description and Distribution Method:

This message is aimed at ensuring that industrial operators with vehicle fleets take care to manage vehicles so as to avoid spills and leaks. PVPC staff adapted the Think Blue Massachusetts flyer developed by Water Words that Work for the Think Blue Connecticut River region. After several attempts to acquire MSGP permittees through various on-line sources, PVPC obtained the list of MSGP permittees in Massachusetts directly from EPA Region 1 staff. PVPC staff mailed the flyer to all 126 MSGP permittees in the region on April 16, 2021.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Mailing to 126 MSGP permittees in the region

Message Date(s): April 16, 2021.

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:

Postponed to Year 3 given likelihood of message getting lost in the mix during all the information around Covid-19 best practices and the struggle for industrial facilities to continue operations during the pandemic

BMP:#6. Proper disposal of leaf litter

Message Description and Distribution Method:

see page 15 See: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Google ad that had a total of 78,056 impressions and which drew 110 clicks to the website landing page.

There were 244 views of the Leaf Hero landing page with analytics indicating that the average time spent by visitors on that resource page was an average of 3 minutes and 10 seconds. There were a total of 192 clicks to download posted PDF resources

Message Date(s): Google ad ran from October 28 to November 4; PVPC Facebook posts began on October 29 and ran through November 4.

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 change to this messaging began in Year 2, where initially the plan had been for one social media post and press release. Given the cohesion of these social media messages as a whole, the Connecticut River Stormwater Committee decided to run the full series, instead of a media release, and developed a Think Blue Connecticut River web page on best practices to which all posts could link.

BMP:#7. Importance of soil test, proper use of fertilizers, disposal of grass clippings

Message Description and Distribution Method:

Social media ad and post, using idea of keeping lawns safe for families. The link provided in the social media post connects to the Think Blue Connecticut River web page on lawn and yard care, which lays out important best practices and links to useful resources, including a video by Paul Tukey, organic lawn care celebrity, as

well as guides to popular lawn care chemicals and their hazards. Link to Think Blue Connecticut River is: <https://thinkblueconnecticutriver.org/lawn-and-yard-care/>
PVPC also provided members with a flyer to distribute locally. As they were able, committee members put flyers in Town Hall or Building Inspection Services.

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See page 18: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Message Date(s): Facebook ad ran for 6 days, from June 25th to June 30th; PVPC posted the regional Facebook message on June 23.

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:

Proposed work had included creating a brochure.
Instead, work entailed improving the Think Blue Connecticut River web page on lawn care so that information and resources are all more readily available during Covid-19

BMP:#8. Proper management of pet waste

Message Description and Distribution Method:

See page 20: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

See page 22: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Message Date(s): Time of licensing, Google ad ran for 11 days, February 8 through 19, 2021
PVTA bus ads ran late June to September 2021
Facebook ad ran week of September 13 through 17, 2021

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 NOI/SWMP indicated pet waste messaging only in summer months as PVPC understood

that messaging under the Appendixes could be combined. EPA has indicated that additional messaging to dog owners “at time of licensing” is required. Messaging at time of licensing was added, starting in Year 2, along with additional messaging on pet waste during “stay at home” orders with the pandemic (given the increased visibility of associated problems)

BMP:#9. Proper septic system care

Message Description and Distribution Method:

See page 23: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Facebook posts drew a total of 20 “shares.” There were a total of 42 views of the Think Blue Connecticut River website septic system landing page with people spending an average of 50 seconds. Of that total, 32 people clicked to the septic system infographic to learn more.

Message Date(s): September 16 and September 17, 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 NOI/SWMP indicated septic system messaging would be done in Year 3 only as MS4 permit language in Appendix H was not entirely clear on the timing of this message. EPA has since indicated that septic system messaging must occur each year and the Connecticut River Stormwater Committee has adjusted accordingly, starting in Year 2.

BMP:#10. Proper disposal of leaf litter

Message Description and Distribution Method:

See page 24: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Businesses/institutions/commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Mailing to 150 professional land care companies operating in Stormwater Committee member municipalities

Message Date(s): October 30

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:#11. Importance of soil test, proper use of fertilizers, disposal of grass clippings

Message Description and Distribution Method:

See page 25: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Business/institutions/commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

80 lawn care professionals from across MA attended the session

Message Date(s): March 26

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:

Ongoing Covid-19 pandemic required adjusting from in-person workshop to virtual and to obtain access to likely most robust audience, worked with UMass Cooperative Extension to join planned program they were giving.

BMP:#12. Proper management of pet waste - businesses

Message Description and Distribution Method:

See number 8 above. Also, Google analytics from the Think Blue Connecticut River website also indicate that businesses and institutions continued to access “There is no Poop Fairy,” materials produced in Year 2, with 72 downloads of the template and the quotes provided to produce the sign.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:#13. Fowl Water messaging through state-wide campaign

Message Description and Distribution Method:

See page 27: <https://thinkblueconnecticutriver.org/wp-content/uploads/2021/09/CT-River-SWC-Annual-Report-Narrative-MCM-1-Year-3.pdf>

Targeted Audience: Residents and businesses/institutions/commercial facilities

Responsible Department/Parties: Think Blue Massachusetts and Water Words that Work

Measurable Goal(s):

Water Words that Work reports that within the Connecticut River Stormwater Committee region the campaign resulted in an estimated:

- 211,881 Facebook and Instagram impressions
- 471,252 YouTube ad impressions
- 83,101 Spanish language impressions

Message Date(s): May 17 to June 4, 2021

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:

This message is a welcome addition to our program for Year 3 and will be part of the region's SWMP update.

[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:**

SWMP is available for public review and comment on the Towns website under the Public Works Stormwater page <https://www.townofwestspringfield.org/home/showpublisheddocument/5184/636981966696730000>

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:**

Due to the West Springfield Conservation Commission not allowing public participation during its scheduled meeting, no in person participation opportunities were conducted during this period. For this reason the Town invite the public for review and input of the SWMP during the scheduled Conservation Committee meetings scheduled on November 10, 2021, May 11, 2022, and then annually starting November 2022.

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:

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:

*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 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:

The Town is currently under contract with Comprehensive Engineering Inc. to conduct the dry weather outfall inspections as required in the year three of the NPDES permit. Once the Town begins receiving test results from the outfall inspections it will begin catchment investigation and updating its priority list for illicit discharge detection and elimination.

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:

one residential address with four bedrooms: 120Gal/room.day * 4 rooms = 480 gal/day report from year 2 attached
 one gas station with four plumbing fixtures: 250Gal/fixt.day * 4 Fixtures = 1,000 gal/day report from year 3 attached

Employee Training

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

Two staff members attended Green Infrastructure Certification Training Starting in March of 2021. There is an apparent issue with scheduling the certification examination; once the issue has been resolved the certificates will be included in the year 4 report.

The Deputy Director of operations hold "toolbox meetings" every three or four weeks to cover various topics from OSHA practices to upcoming needs of the Town. Every other meeting, operations practices focusing on reducing worksite and facilities pollution.

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 majority of site plans that were reviewed in the year three period did not require considerations for stormwater requirements (zone variances, building use, ordinances).

One letter required a notice to be sent to a property whose activities we resulting in sediment runoff into the Towns drainage system (letter included in attachments)

The Towns Sewer Expansion project (Piper Road/Birnie Ave) was regularly inspected for erosion and

sediment control maintenance. One report during this period noted deficiencies which required the Towns consultant to request improvement of the E&S controls from the responsible contractor.

The Holly Hill Subdivision was routinely inspected by a third party (reports included in attachments)

The Towns Culvert Repair Project on Birnie Ave required third party erosion control inspection. (reports included in attachments)

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:

The project that the as-built was prepared for was completed during the Year three period, but was submitted on September 28, 2021.

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:

Incomplete at this time. Town staff will perform this task in house.
from Town SWMP-

Within four (4) years of the effective date of this permit (June 30th, 2022), The Town will develop a report assessing current street design and parking lot guidelines and other local requirements that affect the creation of impervious cover. The report recommendations will be implemented with progress reported annually.

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:

Incomplete at this time. The Town will likely work with one of its on call consultants to complete this task.
From Town SWMP-

Within four (4) years of the effective date of this permit (June 30th, 2022), The Town will develop a report assessing existing local regulations to determined the feasibility of making green infrastructure practices allowable when appropriate site conditions exist. Report Progress Annually

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:

Incomplete at this time. Town staff will perform this task in house.

From Town SWMP-

The Town will develop the list of 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas within 4 years of the permit effective date (June 30th, 2022). Report of progress and list any properties which have been retrofitted or modified in each annual report.

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: [Select Units]

Weight of material removed: [Select Units]

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 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:

The Town may not have swept every street twice, however the Town only has 118 miles recorded as accepted Town Roadway and with 234 miles cleaned in that time period, it's like that a large amount of road were swept twice.

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:

Staff Turnover, the inability to meet in person with involved personnel, increasing and shifted workloads, and various other endeavors encumbered by the department of public works, some of the requirement of this years

permit were less than satisfied. New staff will be on-boarding soon, one of which will be designated the Stormwater Coordinator for the Town and will take on the responsibility for managing the MS4 requirements, particularly where Facilities and their Respective BMPs are considered.

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:

The Town Recognizes that there are some requirements of the NPDES permit that must be fulfilled and compensated for in the Year 4 period of the Permit.

New staff in this year will be tasked with working with the Planning Department, Building Department, Conservation Committee, Central Maintenance, Operations, GIS/IT Dept, and PVPC to improve the Stormwater management and pollution control in West Springfield.

All site plans submitted to the Planning department will be assigned to staff member to determine whether or not newly enacted ordinances apply, especially where new or redevelopment may occur in areas up to 1 acre (or sites where more than on acre of site change will occur). Submissions that apply to these ordinances will require stormwater mitigation to be included in the plans in order to be approved.

Plans that are approved will be assigned to staff designated for site inspection. They will work hand in hand with the building department where any permits for work are approved.

The Stormwater Coordinator will also work with the Conservation Committee where stormwater and wetland violations occur. Coordination will also take place where NOIs and OOCs are required for work, including inspection and review of third party inspection.

Operations in cooperation with GIS have been improving the Shapefiles and related data for Town owned infrastructure including catch basins, stormwater pipe, manholes, and other surface and subsurface facilities. Through new programs that have been developed by the GIS/IT dept, the DPW and its staff have better capabilities to log internal work orders that can be used to monitory active work sites and issues while being able to log changes in real time.

This work will be done in tandem with the Towns on Call consultants where needed to bring its owned facilities into compliance with updated BMPS and SWPPPs

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:

[Signatory may be a duly authorized representative]