

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

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.*

### **Part I: Contact Information**

Name of Municipality or Organization:

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:

**Impairment(s)**

<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			

**TMDL(s)**

<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus

**Clear Impairments and TMDLs**

Next, check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully. If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

**Year 2 Requirements**

- Completed Phase I of system mapping
- Developed written procedures to investigate stormwater and added these procedures to the SWMP
- Developed long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants

Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

**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:  
[REDACTED]
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:  
[REDACTED]

### **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:  
[REDACTED]

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

## 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:

*A more complete list of outfalls and their receiving waters was incorporated into the 2019 IDDE Plan.*

## 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: **3.00000000**

*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: Resident Message - Stormwater pollution is trash, oil, cigarette butts, & dog waste**

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>)  
Advertisement on Facebook, Youtube and DPW website.

Targeted Audience: **Residents**

Responsible Department/Parties: **Massachusetts Statewide Municipal Stormwater Coalition**

Measurable Goal(s):

7,870 social media impressions from residents of Southborough

Message Date(s): **July 2019**

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

*A CMRSWC video was originally proposed; however, the Think Blue video was selected due to its focus on residents' impact on stormwater pollution*

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Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>)  
Advertisement on Facebook, Youtube and DPW website.

Targeted Audience: **Residents**

Responsible Department/Parties: **Massachusetts Statewide Municipal Stormwater Coalition**

Measurable Goal(s):

27,418 social media impressions from residents of Southborough

Message Date(s): **June 2020**

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

*A CMRSWC video was originally proposed; however, the Think Blue video was selected due to its focus on residents' impact on stormwater pollution*

### **BMP: Think Blue Flyer**

Message Description and Distribution Method:

*Information regarding stormwater pollution (focus on pet waste) and what residents can do to prevent it.*

*Mailed to residents with transfer station information on July 1st, 2019.*

Targeted Audience: *Residents*

Responsible Department/Parties: *Engineering*

Measurable Goal(s):

*Mailed to every residential address (approximately 3,500) in town.*

Message Date(s): *July 1, 2019*

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**Add an Educational Message**

### **MCM2: Public Participation**

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

*The SWMP, with updates, was posted on the Town website along with contact information for the public to provide any questions or comments.*

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**

*Below, check all that apply.*

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

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

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

[Large empty box for optional map description]

### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

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

[Large empty box for website URL]

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

Number of outfalls screened:

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:  
[REDACTED]

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period: [0]

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated: [0]

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

[REDACTED]

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:  
[REDACTED]

*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: [0]

Number of illicit discharges removed: [0]

Estimated volume of sewage removed: [0] 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: [0]

Total number of illicit discharges removed: [0]

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

[REDACTED]

### **Employee Training**

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

*Due to Covid-19, employees were not trained during this reporting period.*

## MCM4: Construction Site Stormwater Runoff Control

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

Number of site plan reviews completed: 5.00000000

Number of inspections completed: 350.00000000

Number of enforcement actions taken: 2.00000000

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

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

### Ordinance or Regulatory Mechanism

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

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

### As-built Drawings

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

*Southborough's Stormwater and Erosion Control Regulations detail as-built submission drawing requirements as well as operation and maintenance requirements here:*

[https://www.southboroughtown.com/sites/g/files/vyhlif1231/f/pages/rev\\_sw\\_regs\\_nov\\_2015.pdf](https://www.southboroughtown.com/sites/g/files/vyhlif1231/f/pages/rev_sw_regs_nov_2015.pdf)

### 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:

Not yet addressed

### **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:

Not yet addressed

### **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:

Not yet addressed

## **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:  tons

*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:

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

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

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

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

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

## Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed:

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

## **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

## 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:

*Our municipality is a member of the Central Massachusetts Regional Stormwater Coalition (CMRSWC).*

*CMRSWC was awarded an Environmental Merit Award from EPA Region 1. Each participating community, including Southborough, was recognized as part of the award. The award was presented in September 2019.*

*CMRSWC presented on building public awareness and the benefits of regional collaboration at the following events:*

- *EPA New England Soak up the Rain webinar titled "Working Together: Collaborative Stormwater Management in Central Massachusetts" (December 5, 2019)*
- *New England Water Environment Association Annual Conference (Jan 2020)*
- *Massachusetts Association of Conservation Commissions Annual Conference, presentation titled "NPDES MS4 Permit: How are Municipalities Complying with Permit Requirements?" (February 28, 2020)*

*CMRSWC partnered with MassDEP to sponsor two 2020 Worcester Polytechnic Institute -Water Rescourse Outreach Center projects: 1) "Managing Stormwater Costs" and (2) "Promoting STEM Education on Watersheds & Stormwater in MA".*

## COVID-19 Impacts

*Optional:* If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

## Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

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

## Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program

- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

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

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

### **40 CFR 144.32(d) Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

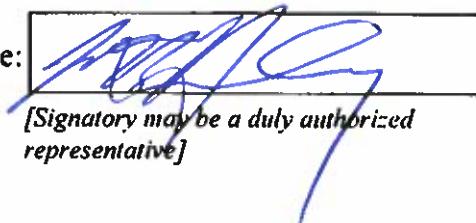
Name:

Martin F. Healey

Title:

Chair, Board of Selectmen

Signature:



[Signature may be a duly authorized representative]

Date:

09-24-20

Town of Southborough Stormwater Outfall Sampling Results

OF	Location	Date	Weather	Previous 48-hour Precipitation	Ammonia	MBAS	Salinity	TRC	Ecoli	Temp	pH	Conductivity
OF07B	Woodbury Rd	4/29/2020	Fair	None	0.07	0.04	0.3	<0.02	<1	14.6	7.2	580
OF09C	Parkerville Rd	5/5/2020	Fair	None	<0.1	<0.02	0.2	<0.02	<1	8.9	7	360
OF127	Learned St ROW	5/5/2020	Fair	None	<0.1	<0.02	0.1	<0.02	<1	12.5	6.5	245
OF12B	Atwood St	5/14/2020	Fair	None	0.07	<0.02	0.2	<0.02	<1	16.1	6.7	470
OF14B	Southville Rd ROW	5/5/2020	Fair	None	0.07	<0.02	0.2	<0.02	<1	12.5	6.4	420
OF169	23 Darlene Dr	4/29/2020	Fair	None	0.08	0.1	0.3	<0.02	<1	14.2	8	570
OF18C	136 Parkerville Rd	5/5/2020	Fair	None	<0.1	<0.02	0.2	<0.02	<1	9	8.9	430
OF196	Deerfoot Rd	5/4/2020	Fair/Partly Cloudy	None	0.06	<0.02	0.1	<0.02	2	13.6	7.4	215
OF19A1	13 Foley Dr	5/5/2020	Fair	None	0.09	<0.02	0.2	<0.02	3	11.2	6.5	390
OF19C	53 Parkerville Rd	5/4/2020	Fair/Partly Cloudy	None	0.09	<0.02	0.4	<0.02	1	12.9	6.9	775
OF206	Main St	5/4/2020	Fair/Partly Cloudy	None	0.07	<0.02	0.3	<0.02	<1	14.1	6.9	570
OF21A	Park St ROW	5/4/2020	Fair/Partly Cloudy	None	0.09	<0.02	0.7	<0.02	1	14.5	7	1220
OF22C	60 Deerfoot Rd	5/4/2020	Fair/Partly Cloudy	None	<0.1	<0.02	0.2	<0.02	8.6	13.3	7.4	410
OF23A	Boston Rd	5/4/2020	Fair/Partly Cloudy	None	0.17	<0.02	0.3	<0.02	17.3	14.9	7.2	520
OF23C	6 Orchard Rd	5/4/2020	Fair/Partly Cloudy	None	<0.1	<0.02	0.3	<0.02	<1	13.1	7	535
OF24B	10 Harris Dr	5/14/2020	Fair	None	0.07	<0.02	0.3	<0.02	<1	11.7	5.8	710
OF33B	22 Ted Ln	5/14/2020	Fair	None	0.11	<0.02	0.2	<0.02	<1	18.4	7.2	485
OF35B	Nathan Stone Rd	4/29/2020	Fair	None	0.19	0.03	0.5	<0.02	<1	16.2	7.2	885
OF50B	Central St ROW	5/5/2020	Fair	None	0.08	<0.02	0.4	<0.02	33.2	14.4	6.6	630
OF53B	34 Breakneck Hill Rd	4/29/2020	Fair	None	0.11	0.03	0.4	<0.02	<1	10.7	7.7	780
OF54B	66 Breakneck Hill Rd	4/29/2020	Fair	None	0.05	<0.02	1.1	<0.02	1	13.8	7.4	2530
OF77	William Onthank Ln ROW	5/14/2020	Fair	None	<0.1	<0.02	<0.1	<0.02	<1	16.8	7.9	165
OFNEW2	19 Red Gate Ln	5/4/2020	Fair/Partly Cloudy	None	<0.1	<0.02	0.5	<0.02	9.8	12.6	7	990