

**Year 4 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2021-June 30, 2022**

*\*\*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, 2021 and June 30, 2022 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 4 Requirements

Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

July 2025

Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

July 2025

Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

- Updated system map due in year 2 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- 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 or provide any additional details, please use the box below:

The Town has determined that no facilities located within the MS4 require a site-specific SWPPP.

The Town's "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance" includes maintenance procedures for Town facilities and MS4 infrastructure, which are implemented to the maximum extent practicable.

In addition to the Highway Department's typical BMP inspections, DCR staff completed 19 inspections at BMPs within the Wachusett Reservoir watershed when completing a mapping effort, and 3 additional BMPs were inspected and found to have no outstanding issues. Some of these are outside of the Regulated Area.

**Phosphorus** (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) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free 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)

*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:

**Lake and Pond Phosphorus TMDL**

- Defined the scope of the Lake Phosphorus Control Plan (LPCP). *Please select one of the following:*
  - The PCP scope is the entire area within our jurisdiction discharging to the impaired waterbody
  - The PCP scope is the urbanized area portion of our jurisdiction discharging to the impaired waterbody
- Calculated baseline phosphorus, allowable phosphorus load, and phosphorus reduction requirement

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

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

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### 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:

The Town's NOI listed receiving waters and impairments based on the water quality limited waters in the 2014 303(d) Integrated List. The Town has evaluated changes to the impairments and/or receiving waters based on the final 2016 and the 2018/2020 303(d) Integrated List and enclosed the analysis herein. The enclosed document will be included in the Town's SWMP.

Stormwater system mapping was updated as part of outfall investigations in Permit Year 4. 16 outfall locations were determined to be other stormwater assets (culvert ends, BMP inlets) and will be removed from the outfall inventory. Sewall Pond (MA51191) and Pout Pond (MA51122) were added as receiving waters after field investigations. These modifications did not change any additional receiving waters as listed in the NOI or Permit Year 2 impaired waters update.

## 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: Education for Residents - Stormwater Committee Webpage**

Message Description and Distribution Method:

The Town's Stormwater Committee webpage includes links to information on spring proper lawn care, fall leaf litter, the "Fowl Water" video from Think Blue Massachusetts, as well as a link to an EPA website about nutrient pollution, household stormwater management, and the effects on surface water quality. The page also includes information about the Town's MS4 program (SWMP, stormwater control bylaws and forms, previous annual reports).

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Stormwater Committee page and its resources are available to all visitors of the Town's website.

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: Education and Outreach to Residents - Social Media**

Message Description and Distribution Method:

The Highway Department and the volunteer group Keep Boylston Beautiful have active Facebook groups, where leaf litter collection, yard waste collection, and cleanup events are advertised. The Highway Department announced when the Town will be accepting Fall and Spring Yard Waste at the Highway Garage. The Keep Boylston Beautiful Facebook page provided information about the Spring Clean Up.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

656 people follow the Boylston Highway Department Facebook page and 502 people follow the Keep Boylston Beautiful Facebook page. Followers of these pages are reached by this messaging.

Message Date(s): Yard Waste posts: October 20, 2021, November 9, 2021, March 15, 2022, April 1, 2022  
Spring Clean Up post: May 1, 2022

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: Education and Outreach to Residents - Coordination with DCR**

## Message Description and Distribution Method:

DCR provided brochures for communities within the Wachusett Watershed. They are available at Town Hall and cover a range of topics specific to homeowners, businesses, and developers such as car wash stormwater impacts, construction stormwater tips, dog waste and surface water quality, household stormwater pollution prevention, disposal of unused and expired pharmaceuticals, prevention of illicit stormwater discharges, stormwater basin maintenance, and winter salt use. The DCR Household Stormwater Pollution Prevention brochure was included in mailings to all new homeowners listed in land transfers.

A video "The Importance of Road Salt Reduction" was posted to the MassDCR website March 30, 2022 that discusses how reducing road salt use can help remain safe on the roads, save money, and improve water quality.

Targeted Audience: Residents, Businesses, Developers

Responsible Department/Parties: DCR

## Measurable Goal(s):

The brochures are available at Town Hall to all visitors and online to all visitors of the DCR's webpage. The MassDCR YouTube page where the Importance of Road Salt Reduction video was posted has 210 subscribers, received 444 views, and 8 likes.

Message Date(s): Town Hall: Ongoing  
Importance of Road Salt Reduction video was posted March 30, 2022

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 Stormwater Management Plan (SWMP) is publicly available for review and input on the Town's Stormwater Committee website.

The Boylston Conservation Commission Rules and Regulations for Stormwater were updated within the permit year. The Conservation Commission held a meeting on April 25, 2022 to solicit public and Conservation Commission comments. The revised regulations were adopted on July 18, 2022.

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:**

- The Town of Boylston's Keep Boylston Beautiful volunteer organization raises awareness on the issue of town littering and pollution. Keep Boylston Beautiful conducted an annual Town-wide clean up on April 30 and May 1, 2022 with the aid of local volunteers.
- The Town offered Fall and Spring yard waste drop off for a few days in October 2021, and on April 22, May 7, May 20, June 10 and June 25, 2022.
- Boylston is a member community of the Wachusett Watershed Regional Recycling Center. The Recycling Center held special collection days on November 13, 2021 and April 23, 2022, where residents can properly dispose of their household hazardous waste for a small fee.
- As part of the Municipal Vulnerability Preparedness Program, the Town held a public listening session on May 23, 2022.
- The Board of Selectmen are seeking feedback from the community on the drafted Vision Statement and Goals for the town's update to their Master Plan. A survey form is available for feedback on the town website: <https://www.boylston-ma.gov/master-plan-steering-committee>. The Master Plan addresses stormwater in various sections, including but not limited to: a Land Use chapter that includes impervious surface and low-impact design; a Town Services and Facilities chapter with an MS4 Stormwater Self-Assessment and Stormwater management practices section.

## 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:

Mapping was updated as part of outfall investigations in Permit Year 4. Mapping will continue to be updated as the IDDE program is implemented.

### **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:

In previous permit years, the Town has made significant updates to their outfall mapping particularly in the expanded Regulated Area. In Permit Year 4, the Town investigated the 48 mapped outfall locations to field verify and screen them for dry weather flow. 16 were determined to be other stormwater assets (culvert ends, BMP inlets). 31 of the remaining 32 confirmed outfalls were screened for dry weather flow. 1 mapped outfall requires additional field work to verify system connectivity. OF-17 was screened at an upstream structure, which was dry.

Within the Wachusett Reservoir watershed, the DCR has done extensive mapping of catch basins and stormwater drainage structures. DCR staff continues to improve and update maps with both online corrections and field inspections and will coordinate efforts with the watershed communities. An effort is underway to develop connectivity and flow direction information. The DCR continues to monitor and map structural best management practices (BMPs) in the watershed. To date, 19 BMPs (including infiltration basins, infiltration trenches, detention basins and sediment forebays) have been mapped within Boylston (some outside of Urban Area) and are part of a larger GIS hydrology layer project.

### **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:*

### **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:*

In Permit Year 3, a stockpile of tires was discovered and the majority of the tires were removed. A removal report was submitted with the Permit Year 3 annual report. The remaining tires have been moved away from any resource areas as the Town determines the best disposal method.

**Employee Training**

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

A representative from Highway was provided a refresher on outfall investigation protocols during field work in Permit Year 4. Reporting illicit discharges is a normal part of Highway Department operations. A formal training on the IDDE Program and Good Housekeeping Program was completed in August 2022.

**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:

Inspections noted above were conducted by the Town. In addition, routine inspections of construction sites that disturb more than one acre are completed by the DCR during dry and wet weather. 75 site inspections were completed by DCR at two sites during Permit Year 4. Staff concentrated on visiting sites prior to storm events to identify any potential problems and request corrections before negative impacts could occur. No formal enforcement actions were necessary.

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

**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:

### **Retrofit Properties Inventory**

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

Boylston Elementary School  
 Manor Playground/Ball Fields  
 Town Common  
 Boylston Electric Light Department  
 Town Hall/Police Department Complex

### **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:

There are 530 Town-owned catch basins, approximately 200 of which are located inside the MS4 permitted area. All catch basins in the MS4 are cleaned annually.

#### **Street Sweeping**

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

Number of miles cleaned:

Volume of material removed:

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:

N/A: The Town has determined that no facilities located within the MS4 require a site-specific 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:

DCR staff conduct monthly monitoring that captures both wet and dry weather conditions at 3 stream locations in Boylston, including Boylston Brook, French Brook, and Malagasco Brook. The parameters tested are: alkalinity, pH, temperature, dissolved oxygen, total nitrogen, total phosphorus, total organic carbon, E. coli, turbidity, specific conductance, chloride, mean daily discharge, and total monthly discharge. The DCR also conducts bacteria sampling every two weeks from these locations and monthly nutrient sampling from French Brook and Malagasco Brook. Annual water quality summary statistics and raw data are available from DCR upon request.

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

**COVID-19 Impacts**

*Optional:* If any of the above year 4 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 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

#### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted

with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:

The Town acknowledges the General Permit Year 5 requirements and intends to complete as many activities as possible based on funding and staff availability.

## 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:

April Steward

Title:

Town Administrator

Signature:



Date:

9/28/2021

*[Signatory may be a duly authorized representative]*