

Year 3 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
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.

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

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

Year 3 Requirements

- ☐ IDDE ordinance or other regulatory mechanism complete and adopted
- ☐ Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted
- ☐ Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted
- ☐ Developed written procedures for site inspections and enforcement of sediment and erosion control measures
- ☐ Developed written procedures for site plan review
- ☒ Kept a log of catch basins cleaned and inspected

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:

The Town of Cheshire is in the process of drafting stormwater bylaws to be presented at this Cheshire's Annual Town Meeting in June 2022. In addition, Cheshire is working on fulfilling past requirements such as Town Property O&M Plan, SWMP, and SWPPP's for applicable town properties within the MS4 urbanized area. Catch basins are regularly inspected and cleaned on an annual basis (in the spring?). The Town is in the process of developing a recording system to log catch basin maintenance.

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

- ☒ 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

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:

Cheshire is currently created a SWMP and this is our first annual report. Once complete both documents will be made available to the public through the town website and town hall.

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:

Cheshire has just completed an approved NOI as of December 2021. As such Cheshire is still in the process of developing outreach materials in accordance with the MS4 General Permit Requirements and outlined in the NOI.

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

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? 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>

☐ Yes

☒ No

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, please report on MCM1 and MCM2 and any other metrics below that have an asterisk (), along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

*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: Cheshire Clean-up

Message Description and Distribution Method:

Cheshire Clean-up - The Town of Cheshire Community Center hosted the annual Cheshire Clean-up event in which residents and town staff picked up litter, debris from downtown roads, parks and public spaces.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduce debris and litter going into MS4 stormwater system.

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:

Cheshire was not approved to discharge to the MS4 until recently, after the reporting period. We are currently working on developing outreach according to the approved NOI.

*MCM2: Public Participation

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

Cheshire is working on developing the SWMP as we catch up on requirements. Once complete, the SWMP will be posted to the Town website and available at Town Hall.

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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).***

Total number of SSOs identified:

Total 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

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

All Cheshire outfalls have been mapped within the MS4 area. The Town has started discussions on how to complete mapping of the remaining elements of the system (open channel conveyances, interconnections, treatment BMPs, interconnecting pipes and catch basins) in order to help delineate catchment areas. This work is on track to be completed within 10 years after effective permit date in accordance with the General Permit requirements.

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:

<https://berkshire.maps.arcgis.com/apps/mapviewer/index.html?webmap=18165380c0d14b48821dea2f2c6a26e1>

*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:

Outfalls were inspected during outfall mapping in 2018. Additional outfall inspections will occur during the updated mapping effort which is scheduled to start in spring of 2022 as weather permits and in accordance with our NOI. Outfall screening will be completed within 6 years after effective permit date in accordance with the General Permit requirements.

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: 0

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

The Town of Cheshire needs to update mapping and catchment delineations prior to catchment investigations. This work is underway and set to be completed within 10 years after effective permit date in accordance with the General Permit requirements.

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: 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:

Employee Training

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

To date, no staff have been trained. There have been limited opportunities for outside training, especially in the immediate area. This was even more true this past year as many trainings were canceled due to COVID-19. More trainings are becoming available online and Cheshire plans to train town staff through MS4 videos posted.

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:

The Town of Cheshire is currently working on developing stormwater by-laws that will require site plan reviews. Until this by-law is passed, no site plan reviews will be completed.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**As-built Drawings**

Describe the status of 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:

The Town of Cheshire is currently working on developing stormwater by-laws that will require as-built drawings. Until this by-law is passed, no reviews will be completed.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

Street design and parking lot guidelines are set to begin in 2023 according to the Town NOI. This work is on track to be completed within 6 years after effective permit date in accordance with the MS4 General Permit.

Green Infrastructure Report

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

Work on the Green Infrastructure Report is set to begin in 2022 according to the Town NOI. This work is on track to be completed within 6 years after effective permit date in accordance with the MS4 General Permit.

Retrofit Properties Inventory

Describe the status of the inventory 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:

Work on the Green Infrastructure Report is set to begin in 2022 according to the Town NOI. This work is on track to be completed within 6 years after effective permit date in accordance with the MS4 General Permit.

MCM6: Good Housekeeping

***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Catch basins are inspected and cleaned regularly during the fall. A catch basin cleaning optimization plan will be developed.



If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☒ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

*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, if known.

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:

To date, only one catch basin has filled to over 50% during two consecutive routine inspections. In this case, the root of the problem was identified and Highway Department worked with other departments to correct the issue. Follow-up inspections were performed to ensure that the problem was adequately addressed. This process is how the Town would address any issues should they arise again.

***Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Street sweeping is regularly performed on all paved roads and town-owned parking lots annually in the spring after last frost. An invoice for the street sweeping contractor is attached as evidence. The Town is in the process of completing written procedures for street and parking lot sweeping as part of their O&M Plan for stormwater infrastructure.

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]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Cheshire inspects and maintains all gravel roads twice a year. Ongoing monitoring

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

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Salt is stored in a enclosed storage shed. Cheshire is in the process of completing written winter road

maintenance procedures as part of their comprehensive O&M plan.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town of Cheshire is in the process of developing SWPP for permittee-owned facilities. This is set to be completed within the fiscal year as required by the MS4 General Permit.

*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:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town of Cheshire is in the process of developing O&M for MS4 infrastructure. This is set to be completed within the fiscal year as required by the MS4 General Permit.

Part V: 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:

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:

***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 ☒

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop 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
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop 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
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

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
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

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

In the coming months the Town of Cheshire plans to catch up on MS4 requirements as well as complete actions required in Year 4 for new permittees. This includes developing operations and maintenance procedures, a SWMP, SWPPP for permittee-owned facilities, IDDE plan and an outreach and education program in accordance with our NOI.

Part VI: 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.

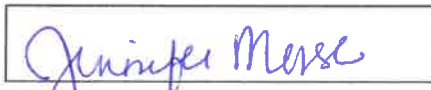
Name:

Jennifer Morse

Title:

Town Administrator

Signature:



[Signatory may be a duly authorized representative]

Date:

4/21/22