

**Year 4 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**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: Town of Cheshire

EPA NPDES Permit Number: MAR041243

**Primary MS4 Program Manager Contact Information**

Name: Jennifer Morse

Title: Town Administrator

Street Address Line 1: 80 Church Street

Street Address Line 2: PO Box 647

City: Cheshire

State: MA

Zip Code: 01225

Email: jmorse@cheshire-ma.gob

Phone Number: (413)-743-1690

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): TBD

Date SWMP was Last Updated: 7/6/2022

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

80 Church St. Cheshire, MA 01225

## 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)

- 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

- ☐ Identified and developed an inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - ☐ The SSO inventory is attached to the email submission
  - ☐ The SSO inventory can be found at the following website:

Cheshire has no sanitary sewer system.

- ☒ Identified each outfall and interconnection discharging from MS4, classified into the relevant category, and priority ranked each catchment for investigation
  - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☒ The priority ranking of outfalls/interconnections can be found at the following website:

<https://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=85368797413f4efca05598ac07ac071c>

- ☐ Developed written IDDE plan including a procedure for screening and sampling outfalls  
☐ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP  
☒ 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

- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes

*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 completed its NOI and was approved to discharge in spring of this past fiscal year. Since then we have been catching up with the requirements listed above. We have attached the completed SWMP, SOPs and O&M plan. Our IDDE plan and SWPPPs for the Town Garage and Transfer are in draft form and will be complete in FY23.

#### 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
- ☒ 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

*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:

#### **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:

Outreach materials were posted to newly created web page here: <https://www.cheshire-ma.gov/board-selectmen/pages/ms4-outreach>

*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: Pet Waste Flyer**

Message Description and Distribution Method:

Pet Waste flyers distributed along with dog license renewal notices, posted at Town Hall, and the Town website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Reduce dog waste

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:

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#### **BMP: Pollution Prevention for Businesses**

Message Description and Distribution Method:

Information pamphlet on how businesses can use pollution prevention to reduce stormwater pollution. Posted in Town Hall and on the town website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Increase awareness

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Stormwater - What you can do as a developer**

Message Description and Distribution Method:

Distribute pamphlets through building inspector in Town Hall and on the town website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Reduce pollution through improved construction best management practices

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: Stormwater Pollution Prevention for Industrial Sites**

Message Description and Distribution Method:

Brochures available at Town Hall and on the town website.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Reduce pollution through improved industrial practices and on the town website.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Stormwater Pollution Prevention for Residential Construction**

Message Description and Distribution Method:

Distribute pamphlets through building inspector in Town Hall and on the town website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Increase awareness

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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### **BMP: Homeowner Guide to Septics**

Message Description and Distribution Method:

Guide made available in Town Hall and posted on the town website.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Increase awareness and management of septic systems and on the town website.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

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

If yes, describe why the change was made:

This outreach wasn't included in our NOI.

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**BMP:Be a Beneficial Lake Effect**

Message Description and Distribution Method:

Brochure distributed through Town Hall and on the town website.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Increase awareness

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

This is additional outreach material

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**BMP:Stormwater Pollution Prevention Guide for Homeowners**

Message Description and Distribution Method:

Flyer distributed at Town Hall and on the town website.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Increase Awareness

Message Date(s): Ongoing

Message Completed for:    Appendix F Requirements ☐    Appendix H Requirements ☐

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

If yes, describe why the change was made:

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:**

Cheshire SWMP was developed this year and available at Town Hall. Cheshire is working on setting up a Stormwater MS4 Website and will post the SWMP there once complete.

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:**

Cheshire created a stormwater bylaw that was put up for vote at Annual Meeting. The bylaw did not pass. Cheshire is working on doing more outreach this year and will vote again at next Annual Meeting.

### **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: 0

Total number of SSOs removed: 0

### **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:

Cheshire completed a mapping of Town-owned catchbasins, manholes, and stormwater pipes in the MS4 area. This data is being QA/QC'd and mapping completed FY23.

### **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/webappviewer/index.html?id=85368797413f4efca05598ac07ac071c>

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

Number of outfalls screened: 29

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened: 100

*Optional: Provide additional information regarding your outfall/interconnection screening:*

Outfalls were initially screened in 2018. Additional screening was completed this summer during stormwater mapping efforts. 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:

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

During the stormwater sewer system mapping, catchments were investigated for physical evidence of illicit discharge. No samples were taken but it helped rank outfalls for further catchment investigations and sampling. This task is 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:

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:

### **Employee Training**

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

As this was the first year since the approval of Cheshire's NOI, the Highway Superintendent was trained by Berkshire Regional Planning Commission in IDDE program overview during the winter and spring of 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:

The bylaw has yet to be passed and thus no construction projects have been held to MCM4 requirements. This task is set to be complete by Year 5 contingent on Annual Meeting passing the Stormwater By-law.

### **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 bylaw has yet to be passed and thus no construction projects have been held to MCM5 requirements. This task is set to be complete by Year 5 contingent on Annual Meeting passing the Stormwater By-law.

### **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 General Permit requirements.

### **Green Infrastructure Report**

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

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 General Permit requirements.

### **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:

Cheshire has started identifying 5 town-owned properties that could be retrofitted. This work is set to be completed within 6 years after the effective permit date in accordance with the MS4 General Permit.

## **MCM6: Good Housekeeping**

### **\*Catch Basin Cleaning**

- ☐ The catch basin cleaning optimization plan or schedule is not complete
- ☒ 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 by Highway Dept. and fixed to correct the issue. Follow-up inspections were performed to ensure the problem was adequately addressed. This process is how the Town would address any issues should they arise again.

### **\*Street Sweeping**

- ☐ The written procedures for sweeping streets and municipal-owned lots is not complete
- ☒ The written procedures for sweeping streets and municipal-owned lots is attached to the email submission
- ☐ The written procedures for sweeping streets and municipal-owned lots can be found at the following website:

*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 and performs ongoing monitoring throughout the year.

### **\*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**

- ☐ The written procedures for winter road maintenance including the storage of salt and sand is not complete
- ☒ The written procedures for winter road maintenance including the storage of salt and sand is attached to the email submission
- ☐ The written procedures for winter road maintenance including storage of salt and sand can be found at the following website:

**\*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:

Cheshire is working on completing the SWPPP for the Town Garage and Transfer Station. A draft SWPPP has been created and is set to be complete in FY23.

## 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:

Cheshire was approved to discharge with a completed and approved NOI in December 2022. Since then we have contracted with Berkshire Regional Planning Commission to catch up on the required documentation including but not limited a completed SWMP, IDDE Plan, SWPPPs for our Town Garage and Transfer Station, SOPs and O&Ms. The Town has completed the necessary SWMP, SOPs and O&M Plan and is expecting to complete SWPPPs and IDDE Plan in FY23. Cheshire has created a page on the Town website for MS4 outreach here: <https://www.cheshire-ma.gov/board-selectmen/pages/ms4-outreach>. Cheshire is also working on building this out further to include all documentation available to the public.

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

Yes, I agree ☒

- Complete IDDE ordinance
- Complete Construction/ Erosion and Sediment Control (ESC) ordinance
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop a written catchment investigation procedure and added the procedure to the SWMP

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 5 below:

**\*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.

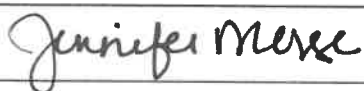
Name:

Jennifer Morse

Title:

Town Administrator

Signature:



Date:

9/28/22

*[Signatory may be a duly authorized representative]*