

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

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.

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:

Fax 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 and an explanation of why it is not posted on the web:

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 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop 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:
 There are no sanitary sewer overflows in the Town of Dalton.
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank 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:
<http://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=3b70a6d6454a4567b4868d54cbe6e791>
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- 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
- All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide 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)*

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

Annual Requirements

*Public Education and Outreach**

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

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

Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the

- nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each each annual report

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

HVA provided an educational insert for the Dalton Annual Report which was mailed to every resident. The Town Clerk distributes pet waste message bookmarks and free waste bags at the Town Hall where residents renew their licences. The town also developed an informational leaflet to inform pool owners to dechlorinate swimming pool water before discharging to the storm drain system.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes No

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

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period: 6

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Stormwater Education Message

Message Description and Distribution Method:

The Stormwater Management Commission created an annual report which included a stormwater education message.

Targeted Audience: Residents

Responsible Department/Parties: Stormwater Management Commission & HVA

Measurable Goal(s):

Reduce pollution through improved behaviors

Message Date(s): February 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:

Information was placed in Dalton's Annual Report rather than as a utility bill insert

BMP: School Curriculum

Message Description and Distribution Method:

Stormwater education was provided to the four classes of first grade students (60 students) as well as two high school environmental classes (30 students) and cub and boy scouts as well as their parents (about 60 participants). The message focused on explaining the stormwater issue and simple things all residents can do: pick up pet waste, wash their cars on a lawn or at a car wash, maintain vehicles and fix leaks quickly and not to dump anything down the storm drains.

Targeted Audience: Residents

Responsible Department/Parties: Local Watershed Association: Housatonic Valley Association (HVA)

Measurable Goal(s):

Increase awareness to reduce pollution

Message Date(s): September 24, 2018; March 15, 2019; April 9, 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:

BMP:Brochures/Pamphlets

Message Description and Distribution Method:

Increase awareness through sharing information in a basic stormwater pamphlet entitled "Dalton Get River Smart." This brochure is being distributed at the library, town hall and at tabling events.

Targeted Audience: Residents

Responsible Department/Parties: HVA

Measurable Goal(s):

Increase awareness

Message Date(s): Distribution began in early 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:

This was an additional outreach message not proposed for 2019

BMP:Stormwater Decals

Message Description and Distribution Method:

The town of Dalton has invested in "Don't Dump, Drains to Rivers" decals which have been and will be affixed to curbs adjacent to storm drains around the town. In 2018, local Dalton residents including cub scouts and local Church group members assisted and learned about the stormwater issue. The main streets near the school and through the town were targeted as priority areas. About 30 people participated in the two events and about 120 decals have been installed.

Targeted Audience: Residents

Responsible Department/Parties: HVA

Measurable Goal(s):

Increase awareness

Message Date(s): September 27, 2018; October 20, 2018;

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 was an additional outreach mechanism to residents that was not proposed in the NOI

BMP: Special Events/Fairs

Message Description and Distribution Method:

Several tabling events were conducted to distribute information to residents about the stormwater issue and simple things that residents can do to reduce pollution enter the river. A "Dalton Get River Smart" poster display was developed specifically for Dalton and provided to the Town to display in the Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: HVA

Measurable Goal(s):

Increase awareness

Message Date(s): June 22, 2018; August 16, 2018; October 20, 2018

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 an additional outreach mechanism not originally proposed in the NOI.

BMP: Public Service Announcements

Message Description and Distribution Method:

Seasonal public Service Announcements were prepared for distribution by the local Dalton Cable Television channel. The messages included the importance of picking up pet waste, proper disposal of yard waste as well as basic stormwater education messages. A local resident created a Dalton "Get River Smart" video which is also aired periodically

Targeted Audience: Residents & Local Business Owners

Responsible Department/Parties: Dalton Cable TV with support from HVA

Measurable Goal(s):

Increase awareness

Message Date(s): Ongoing throughout the permit period

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 was an additional outreach mechanism not proposed in the NOI

Add an Educational Message

MCM2: Public Participation

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

The Dalton Stormwater Management Commission has regular standing monthly meetings. The SWMP is a standing agenda item for the Commission and the draft SWMP was discussed at multiple meetings. The draft SWMP was also posted on the Town website for public review and comment.

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

Describe any other public involvement or participation opportunities conducted during the reporting period:
See MCM1 - School Curriculum & Stormwater Decals

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: N/A

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: 0

Total number of SSOs removed: N/A

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

All of the outfalls have been identified in the field with handheld GPS. The outfalls are mapped and the map is available online. The online map includes attributes for each outfall such as size, material, condition, etc. The outfalls have also been prioritized. For many of the outfalls photos are also included.

<http://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=3b70a6d6454a4567b4868d54cbe6e791>

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:

<http://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=3b70a6d6454a4567b4868d54cbe6e791>

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

Number of outfalls screened: 176

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

Percent of total outfalls screened: 100%

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:

<http://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=3b70a6d6454a4567b4868d54cbe6e791>

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:

Outfalls have been prioritized and the Town is working with the Berkshire Regional Planning Commission and the Housatonic Valley Association to develop a plan for completing catchment investigations.

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:

N/A

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: N/A

Estimated volume of sewage removed: N/A [UNITS]

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.

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: N/A

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

The Town developed an IDDE Plan in 2005, which the Town plans to update. As stated within the NOI, implementation of the IDDE Plan is scheduled to begin in 2020.

Employee Training

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

There have been limited opportunities for outside training. There are limited trainings available in the immediate area. In addition, the Town of Dalton DPW consists of a small crew that are responsible for parks, cemeteries, flood control chutes, roads and much more. There simply isn't enough capacity to get the work done and participate in outside training on a regular basis. However, internal trainings are conducted in which the DPW acting superintendent and foreman train crew members.

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:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town of Dalton Stormwater and Erosion Control Ordinance was adopted on September 28, 2006.

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 required to be complete in year 2 of the permit term:

The Town of Dalton Stormwater and Erosion Control Ordinance requires the submission of as-built drawings and long term operation and maintenance plans.

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:

The street design and parking lot assessment is on track to be completed by year 4 of the permit term. As stated within the NOI, work is scheduled to begin in 2021.

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:

The green infrastructure report is on track to be completed by year 4 of the permit term. As stated within the NOI, work is scheduled to begin in 2020.

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:

The inventory of permittee-owned properties that could be modified or retrofitted is on track to be complete by year 4 of the permit term. As stated within the NOI, work is scheduled to begin in 2020.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The Department of Public Works is in the process of developing a catch basin cleaning optimization plan.

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: 200

Number of catch basins cleaned: 170

Total volume or mass of material removed from all catch basins: 60 yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: ~170%

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

This has not occurred, but will be addressed within the catchbasin cleaning optimization plan that the Town is developing.

Street Sweeping

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

Street sweeping is performed twice a year.

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

- Number of miles cleaned: 35
- Volume of material removed: 150 yards
- Weight of material removed: [UNITS]

If applicable:

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

N/A

Winter Road Maintenance

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

Winter road maintenance consists of plowing, and the use of treated salt at the rate of approximately 150 lbs/ per lane mile. Salt storage consists of approximately 300 ton . Sand storage consists of approximately 100 ton. Total average usage is approximately 1000 ton per season.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The inventory of permitte-owned properties is on track to be complete within 2 years of the effective date of the permit. Much of this information exists as separate inventories and will be compiled into a single inventory. Work to compile the single inventory is scheduled to begin in late 2019.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The creation of O&M procedures is on schedule to be complete by year 2 of the permit term and is scheduled to begin in late 2019.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, 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:

SWPPP for the public works yard and transfer station were developed in 2003 and are scheduled for review in late 2019.

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

O&M Procedures for Stormwater Treatment Structures

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

The creation of O&M procedures for stormwater infrastructure is on schedule to be completed within 2 years of the effective date of the permit and is slated to begin in late 2019.

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:

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 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for 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
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance

- Develop a written catchment investigation procedure (*18 months*)

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 in the last 5 years
- 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

Provide any additional details on activities planned for permit year 2 below:

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

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

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

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

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

