

Year 1 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
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: Town of Dunstable

EPA NPDES Permit Number: MAR041242

Primary MS4 Program Manager Contact Information

Name: Brian M. Palaia

Title: Town Administrator

Street Address Line 1: 511 Main Street

Street Address Line 2: na

City: Dunstable

State: MA

Zip Code: 01827

Email: bpalaia@dunstable-ma.gov

Phone Number: (978) 649-4514

Fax Number: (978) 649-8893

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.dunstable-ma.gov/sites/dunstablema/files/uploads/stormwater_management_plan_2019.pdf

Date SWMP was Last Updated: 07/01/2019

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:

na

Part II: Self Assessment

*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

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

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:

na

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 of Dunstable has identified all outfalls in the Urbanized Areas. There are a total of 18 outfalls with 7 located in the Nashua River watershed and 11 located in the Salmon Brook watershed.

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started. Then, proceed to Part V.

MCM1: Public Education

Number of educational messages completed during the reporting period: 1

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: Local Public Service

Message Description and Distribution Method:

A "DOGI POT" sign was installed at the Town's Laiter Memorial Field. This is a public recreational field that many residents use for various activities. The "Dogo POT" has courtesy litter bags for residents to clean up after their dog.

Targeted Audience: residents

Responsible Department/Parties: Town Manager's office

Measurable Goal(s):

Residents will use the courtesy bags to clean up after their animals. Bags will need to be replaced frequently from public use.

Message Date(s): Permanent sign that was installed prior to the approval of the NOI and will remain at it's location for use.

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:

The Town was waiting for the approval of the NOI to execute the BMP's proposed. To be proactive, this sign was installed as an additional BMP for public education.

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 SWMP has been posted on the Town Website for public review. In addition, a public Board of Health meeting was held on July 16, 2019 in which the SWMP was discussed, and a meeting was held on May 1, 2019 to review the SWMP before submission with Town Employees such as the Fire and Police Chief, Town Administrator, Highway Supervisor, School Department and Town Engineer.

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:

na

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:

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 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town is in the process of identifying all outfalls, catch basins and drain manholes, as well as retention/detention ponds within the urbanized areas. The GPS coordinates will be given to Northern Middlesex Council of Government (NMCOG) in which they will create a Map using GIS with these important drainage locations. NMCOG will also be able to delineate the subwatersheds and bodies of water.

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:

na

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

Number of outfalls screened: 0

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

Percent of total outfalls screened: 0

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:

na

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

Number of catchment investigations completed this reporting period: na

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

Percent of total catchments investigated: na

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

na

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:

na

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: na

Number of illicit discharges removed: na

Estimated volume of sewage removed: [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:

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 the reporting period:

The Town has not held any on-site employee training as of this permit time period, however, a Highway Department representative and the Town Engineer have attended NMCOG's stormwater training events throughout the year when available.

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:

This bylaw has been drafted and is being reviewed by the Town Administrator.

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:

As-built Plans are required by Section III.B.8 of the Planning Board's Subdivision Rules and Regulations

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:

This has not been initiated at this time.

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:

This has not been initiated at this time.

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:

This has not been initiated at this time.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

This plan has been created and given to the Highway Department to implement.

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:

na

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: 153

Number of catch basins cleaned: 153

Total volume or mass of material removed from all catch basins: 6 yards

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

Total number of catch basins: 153

If applicable:

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

na

Street Sweeping

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

This plan has been created and given to the Highway Department to implement.

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

☐ Number of miles cleaned: na

☐ Volume of material removed: na [UNITS]

☐ Weight of material removed: na [UNITS]

If applicable:

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

none

Winter Road Maintenance

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

This plan has been created and given to the Highway Department to implement.

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:

Inventory is complete.

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:

O&M is complete and distributed to responsible parties.

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:

The Town of Dunstable does not have the following permittee-owned or operated facilities with the UA: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee. As a result, a SWPPP will not be needed at this time.

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

Number of site inspections completed: na

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

na

O&M Procedures for Stormwater Treatment Structures

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

This plan has been created and given to the Highway Department to implement.

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:

na

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:

The Town of Dunstable has been proactive with their MS4 responsibilities. Mapping, O&M's, Bylaws and IDDE program has been completed prior to anticipated due date.

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 ☒

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

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

As described in more detail in the SWMP, the Town plans to complete the following tasks:

MCM 1-2, 1-4, 1-5, 2-2, 2-3, 2-4, 2-5, 3-4, 3-5, 5-5.

MCM 6-1, and 6-2 have been completed this year.

Part VI: 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:

Brian M. Palaia

Title:

Town Administrator

Signature:

Date:

*[Signatory may be a duly authorized
representative]*