

# Year 4 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2021-June 30, 2022

**\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\***

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2021 and June 30, 2022 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization: Town of Hanover

EPA NPDES Permit Number: MAR041036

### Primary MS4 Program Manager Contact Information

Name: Victor Diniak

Title: Director of Public Works

Street Address Line 1: 40 Pond Street

Street Address Line 2:

City: Hanover

State: MA

Zip Code: 02339

Email: vdiniak@hanoverdpw.org

Phone Number: (781) 826-3189

### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.hanover-ma.gov/stormwater-management/pages/stormwater-management-plan-and-reports>

Date SWMP was Last Updated: September 2022

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

N/A

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

### Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☒ Phosphorus  
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

### TMDL(s)

- In State:**
☐ Assabet River Phosphorus
 ☒ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus  
**Out of State:**
☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

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

### Year 4 Requirements

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

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

Items identified in the report described above are under consideration.

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

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

Items identified in the report described above are under consideration.

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

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

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - ☒ This is not applicable because we do not have sanitary sewer
  - ☐ This is not applicable because we did not find any new SSOs
  - ☐ The updated SSO inventory is attached to the email submission
  - ☐ The updated SSO inventory can be found at the following website:
- ☒ Updated system map due in year 2 as necessary
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Updated inventory of all permittee owned facilities as necessary
- ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☒ Inspected all permittee owned treatment structures (excluding catch basins)

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

**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:

## **Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)**

### Annual Requirements

#### *Public Education and Outreach\**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

#### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

#### *Phosphorus Source Identification Report*

- ☒ Completed the Phosphorus Source Identification Report
- ☒ The Phosphorus Source Identification Report is attached to the email submission
- ☐ The Phosphorus Source Identification Report can be found at the following website:

#### *Potential structural BMPs*

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

*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:

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

#### Annual Requirements

##### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

- ☒ The street sweeping schedule is attached to the email submission  
☐ The street sweeping schedule can be found at the following website:

- ☒ Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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

The Town cleans all their catch basins annually and no catch basins have been identified that are greater than 50 percent full.

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*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?

☐ 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 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:School Program: Stormwater and conservation messaging**

Message Description and Distribution Method:

School Program: Stormwater and conservation messaging - Groundwater model, watershed model and cleaning dirty water taught to elementary school students and parent volunteers in school program

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Due to continuing Covid-19 precautions, the school program was virtual this year. Environmental Educator Brian Taylor created a new series of videos that teachers used with their students. The teachers also had the Watershed Jeopardy game to play with the kids. All of the teachers were also given a packet of supplemental materials to go with the program. The schools are going to try to book a live session in the fall, depending on the state of Covid at that time. There were 504 views on the school program web page. The program was also posted on the NSRWA Facebook page with a reach of 1,412 people and 64 engagements.

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:Regional Rain Barrel Sale**

Message Description and Distribution Method:

Regional Rain Barrel Sale - Education about water conservation and the reduction of stormwater from impervious surfaces

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Hanover Mariner. Facebook posts were made on the NSRWA page and town connect pages. There was a \$50 boost of the Facebook ad that resulted in 1,807 web views, 2,099 people reached, and 219 engagements. Information about the sale went out in the NSRWA E-newsletter to 10,900+ subscribers. There were 50 rain barrels sold with 0 sold to residents of Hanover.

Message Date(s): 2018, 2019, 2020, 2021, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP: Gardening Green Expo**

## Message Description and Distribution Method:

Gardening Green Expo - Regional event for WaterSmart South Shore Communities that provides information on how residents can reduce stormwater pollution from better landscaping practices.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

## Measurable Goal(s):

Due to continuing Covid-19 precautions, the Gardening Green Expo was virtual. We put speaker videos online and we had 3,120 web page views and 256 YouTube views. We took orders for rain barrels, had downloadable water saving plant lists, and also reposted last years' speaker videos. We also had a drawing for signed books, garden signs, gift certificates, a rain barrel, and more, and 193 people registered for that drawing.

Message Date(s): 2018, 2019, 2020, 2021, 2022

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP: Greenscapes Guide**

## Message Description and Distribution Method:

Greenscapes Guide - Digital download of landscaping techniques that reduce stormwater pollutants (fertilizers, pesticides, herbicides)



Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to continuing Covid-19 precautions, the Greenscapes Guide could not be handed out at Gardening Green Expo. The downloadable Greenscapes Guide was promoted online and on the NSRWA Facebook page. It was also promoted on the Hanover Connect Facebook page. There were 455 web page views, 54 downloads, and 1 download from Hanover.

Message Date(s): 2018, 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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#### **BMP:MS4 message - Fertilizer for May/June**

Message Description and Distribution Method:

MS4 message - Fertilizer for May/June

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A fertilizer message was posted on the NSRWA Facebook page in June. The fertilizer message had a reach of 43,004 people and 4,388 engagements. It was also posted to the Hanover Connect Facebook page. The fertilizer message Facebook post was boosted in June with a \$50 ad targeted to Hanover with a reach of 4,570 people and 194 engagements. There were also 14 page views on the Know Before You Mow! web page, 85 page views on the Best Mowing Practices web page, and 140 page views on the Stormwater web page.

Message Date(s): 2018, 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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#### **BMP:MS4 messages - Grass Clippings in June**

Message Description and Distribution Method:

MS4 messages - Grass Clippings in June

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A grass clippings message was posted on the NSRWA Facebook page in June. The grass clippings message had a reach of 15,881 people and 2,901 engagements. It was also posted to the Hanover Connect Facebook page. The grass clippings Facebook post was boosted in June with a \$50 ad targeted to Hanover with a reach of 1,671 people and 74 engagements. There were also 14 page views on the Know Before You Mow! web page, 85 page views on the Best Mowing Practices web page, and 140 page views on the Stormwater web page.

Message Date(s): 2018, 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Pet Waste Education**

Message Description and Distribution Method:

Pet Waste Education - Printed Scoop It cards, web article, press release, and social media posts for June

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Pet waste Scoop It cards were distributed to the town clerk's office (100), the VCA Roberts Animal Hospital (100), and Petsmart (100). An article was written on The Problem of Dog Waste on the South Shore. This was sent to the Globe, the Patriot Ledger, Wicked Local, and the Hanover Mariner. It was posted on the NSRWA Facebook page with a reach of 28,604 people and 2,930 engagements. A \$50 ad was targeted to Hanover ending on June 26. As of June 23, it had a reach of 1,918 people and 164 engagements. There were also 195 page views on The Problem of Dog Waste on the South Shore web page, 302 page views on the Pet Waste Education page, 195 page views on the Addressing the Elephant in the Room - Dog Waste on the South Shore web page.

Message Date(s): 2018, 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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**BMP:Septic Maintenance**

Message Description and Distribution Method:

Septic Maintenance - Maintenance of septic systems, corresponding with SepticSmart week in September

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Hanover Mariner. A Facebook ad was posted in September with a reach of 1,178 people and 59 engagements, and a \$50 ad was targeted to Hanover with a reach of 7,994 people and 321 engagements.

Message Date(s): 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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**BMP:MS4 Messages - HELP KEEP STORM DRAINS CLEAN**

Message Description and Distribution Method:

MS4 Messages - HELP KEEP STORM DRAINS CLEAN - Don't blow, sweep or dump leaf litter and yard waste into streets or storm drains. Social media posts for October

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A message about leaf litter was posted on the NSRWA Facebook page in October. The HELP KEEP STORM DRAINS CLEAN message had a reach of 47,120 people and 4,787 engagements. The Facebook post was boosted in October with a \$50 ad targeted to Hanover with a reach of 4,423 people and 163 engagements. There were also 85 page views on the Best Mowing Practices web page, and 140 page views on the Stormwater web page. Both messages were also posted to the Hanover Connect Facebook page.

Message Date(s): 2019, 2020, 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Proper Sediment and Erosion Control Management**

Message Description and Distribution Method:

Proper Sediment and Erosion Control Management - Provided by Planning, Conservation, Building Department at permit request

Targeted Audience: Developers (construction)

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A brochure entitled Construction Stormwater Pollution Prevention Guide was created and delivered to all of the town departments who issue permits, including Building, Conservation, and Planning. These brochures will be handed to the person when they receive their permit. There were 750 distributed to the town of Hanover initially, and we are currently replenishing their supply.

Message Date(s): 2019, 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Art for Water Public Art Project (August)**

Message Description and Distribution Method:

Art for Water Public Art Project (August) - We will provide a custom painted wall hanging painted by area artists to be raffled in each town and online, and there will be an education piece on stormwater and how storm drains empty unfiltered directly into our water bodies.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

The Art for Water Public Art Project raised awareness on the fact that storm drains empty unfiltered water into our local rivers and streams. A press release and posts were used to educate the public. People could sign the pledge, make an optional donation for clean water, and enter to win one of 12 custom painted wall hangings. We boosted a Facebook ad which had a reach of 8,062 people and 468 engagements. The promotion raised, \$3,070 for clean water and we had 132 entries, 8 from Hanover.

Message Date(s): 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Proper Management of Waste Materials and Dumpsters**

Message Description and Distribution Method:

Proper Management of Waste Materials and Dumpsters - Provide education relevant to managing and reducing waste from dumpster waste from entering stormwater

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A Best Practices Checklist for Proper Management of Waste Materials and Dumpsters was developed. This was posted on social media, was made into a downloadable file, and was posted on our WaterSmart website with 15 views so far. This was posted on South Shore business and industry Facebook groups, with a reach of 5,700+. We are working with Harbor Media to create a video which will be posted in the towns and on business and industry Facebook pages.

Message Date(s): 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Parking Lot Maintenance**

Message Description and Distribution Method:

Parking Lot Maintenance - Salt storage, sweeping, catch basin cleaning, fleet maintenance

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A Best Practices Checklist for Parking Lot Maintenance was developed. This was posted on social media, was made into a downloadable file, and was posted on our WaterSmart website with 19 views so far. This was posted on South Shore business and industry Facebook groups, with a reach of 5,700+. We are working with Harbor Media to create a video which will be posted in the towns and on business and industry Facebook pages.

Message Date(s): 2021, 2022

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

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

If yes, describe why the change was made:

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### **BMP:Low Impact Development Information Targeted to Developers**

Message Description and Distribution Method:

Low Impact Development Information Targeted to Developers - Reduction of impervious surfaces, use of alternatives to paving, decentralized approach to stormwater, rain gardens, swales, bioretention

Targeted Audience: Developers (construction)

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

This deliverable will be completed in the Summer of 2022. The permittee shall document in each annual report the messages for each audience; the method of distribution; the measures/methods used to assess the effectiveness of the messages, and the method/measures used to assess the overall effectiveness of the education program.

Message Date(s): 2022

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

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

If yes, describe why the change was made:

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### **BMP:Parking Lot Maintenance**

Message Description and Distribution Method:

Parking Lot Maintenance - Salt storage, sweeping, catch basin cleaning, fleet maintenance

Targeted Audience: Industrial facilities

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A Best Practices Checklist for Parking Lot Maintenance was developed. This was posted on social media, was made a downloadable file, and was posted on our WaterSmart website with 19 views so far. This was posted on South Shore business and industry Facebook groups, with a reach of 5,700+. We are working with Harbor

Media to create a video which will be posted in the towns and on business and industry Facebook pages.

Message Date(s): 2022

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

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

If yes, describe why the change was made:

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### **BMP:Water for People**

Message Description and Distribution Method:

Water for People - WMA Grant: BRP 2021-01: Demand Management Outdoor Water Conservation Campaign

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

In addition to the other deliverables for the town of Hanover, the NSRWA also received a WMA Grant on behalf of the WaterSmart towns. For this grant we produced a series of videos, an online pledge, and offered FREE lawn signs. This campaign is continuing in light of recent drought conditions. As of June 20, there have been 123,777 people reached and 16,018 engagements on Facebook plus 31,449 people reached and 7,599 engagements with a Hanover specific video. There have also been 305 web views and 1,998 YouTube views.

Message Date(s): 2021, 2022

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

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

If yes, describe why the change was made:

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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:**

Annual review and public comment of the SWMP.

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

Describe any other public involvement or participation opportunities conducted **during this reporting period**:

The Household Hazardous Waste Collection Day was held at the Transfer Station 10/5/2021. Hanover is a part of the South Shore Recycling Cooperative.

An annual DPW Town Cleanup Week occurred between June 20th through June 24th, 2022.

The Town of Hanover is a member of the North and South Rivers Watershed Association.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

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

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*Optional: Provide additional status information regarding your map:*

The Town does not have any known interconnections.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ☒ No outfalls were inspected
- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

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

Number of outfalls screened:



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

Percent of outfalls screened:

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

There are 12 remaining outfalls that could not be located and identified. These outfalls will be located in Year 5 during catchment investigation work.

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☐ No catchment investigations were conducted
- ☒ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- ☒ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

### **Employee Training**

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

A training video provided by our stormwater consultant that reviewed IDDE and Good Housekeeping procedures was shown to 17 DPW staff during this reporting period.

### **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:

Developments requiring Site Plan review from the Planning Board are required to undergo Stormwater Management Review.  
Plans are submitted to an engineering firm specializing in Stormwater Management for peer review.

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

#### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

### **As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received: 3

*Optional: Enter any additional information relevant to the submission of as-built drawings:*

### **Retrofit Properties Inventory**

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

DPW Maintenance Garage and Storage Yard  
Sylvester School  
Cedar School  
Hanover Middle School  
Town Hall

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected: 2,495

Number of catch basins cleaned: 2,495

Total volume or mass of material removed from all catch basins: 430

cubic yards

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

Total number of catch basins: 2,495

*If applicable:*

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

### **Street Sweeping**

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

- ☒ Number of miles cleaned:
- ☐ Volume of material removed:  [Select Units]
- ☐ Weight of material removed:  [Select Units]

### **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:

## **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 4 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

#### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings

- and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

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

## Part V: Certification of Small MS4 Annual Report 2021

### **40 CFR 144.32(d) Certification**

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

Name:

Title:

Signature:

Date:

*[Signatory may be a duly authorized  
representative]*