

# Year 2 Annual Report

## Massachusetts Small MS4 General Permit

### Reporting Period: July 1, 2019-June 30, 2020

***\*\*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, 2019 and June 30, 2020 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

### Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

### Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. 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 2 Requirements

- ☐ Completed Phase I of system mapping  
☒ Developed a written catchment investigation procedure and added the procedure to the SWMP  
☐ 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  
☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes  
☒ 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

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 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:

Milton's progress on three of the Year 2 requirements was hindered by a combination the COVID-19 pandemic and staffing limitations. Regarding the latter, the Environmental Coordinator position, which oversees MS4 permit compliance, was vacant for January, February, and part of March 2020. From mid-

March 2020 through June, the new Environmental Coordinator was working from home or in the office just a few days a week (June), which limited opportunities for her to be trained on her new responsibilities, introductions to other staff and consultants, and access to ArcReader. The Environmental Coordinator's time to spend on the MS4 permit was further limited by an unrelated staff shortage from March through late May. During that time she had an additional daily responsibility of handling residents' frequent phone calls about trash and recycling.

Many aspects of Phase I mapping are complete. Details of Milton's progress on the Phase I mapping requirements is later in this report (MCM3, page 8).

The town requires the submission of as-built drawings and a narrative description of proposed measures for permanent management and treatment of stormwater. The town requires a \$2,500 As-Built deposit, which is refunded upon the satisfactory completion of the work and submission of all as-built plans to the Town Engineer. These requirements are posted on the town's website and will be added to the SWMP in Permit Year 3.

Milton has drafted, with input from the relevant departments, procedures for the operation and maintenance of parks and open space, buildings and facilities, and vehicles and equipment. The combined draft is posted on Milton's website at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>. The next step is for the the Parks Manager and the Director of Consolidated Facilities to review the draft.

Milton has drafted SWPPPs for the Milton DPW Yard and the Milton Cemetery. The next steps are for the Director of Public Works and the Superintendent of the Cemetery, respectively, to review the drafts.

### 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:

<https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents> in the "Illicit Discharge Detection and Elimination (IDDE) Program" document in Table 3 (page 14). The table is updated after every SSO.

- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Throughout the reporting period, Milton's SWMP was on the town's stormwater documents page with the following text: "All of the Stormwater Management Program documents are open to public comment. To issue a comment, contact the Environmental Coordinator. You may also mail a written comment to the address below. In your comment please note the document to which you are referring."

The Environmental Coordinator had planned to attend the annual Earth Day Celebration at the Mary May Binney Wakefield Arboretum to table about yard waste best practices and public participation opportunities, but the event was canceled in 2020 due to the COVID-19 pandemic.

Milton continued to participate in the Neponset Stormwater Partnership (NSP), a regional collaborative of towns in the Neponset River Watershed. Additional public participation activities, offered to Milton residents through the NSP, are described in the MCM 2 section of this report.

The NSP had planned to organize a spring river cleanup day, but it was canceled due to the COVID pandemic.

Milton continued to maintain records relating to the permit on a public page of its website at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>. The Environmental Coordinator accidentally didn't post the Year 1 Annual Report during the reporting period. The report was subsequently posted to that page on August 18, 2020.

## **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)

#### *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:

<https://www.townofmilton.org/stormwater-management>; and on <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>, in the document called "Infrastructure Operation and Maintenance Program" the inventory that includes BMPs that remove phosphorus is in Appendix A.

*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
- ☐ 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:

Any catch basin with a sump more than 50% full on two consecutive inspections will be added to an optimization list to be inspected annually and cleaned at that time if found to be more than 25% full. The Town is working on integrating the optimization list into our GIS system which is the mechanism used to dictate the cleaning schedule.

*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:

For Neponset River segments MA73-02 and MA73-03, the "DDT" impairment was changed to "DDT in Fish Tissue." For Unquity Brook (MA73-26), Debris/ Floatables/ Trash was removed as an impairment because the applicable water quality standard was attained.

Also during the reporting period, SDE Inc. (the company that conducted outfall screening) identified and mapped 40 town-owned outfalls that were not listed in the NOI. The newly mapped outfalls have the following receiving waterbodies: Neponset River MA73-02 (1), Neponset River MA73-03 (9), Pine Tree Brook MA73-29 (10), Trout Brook (2), and Unquity Brook MA73-26 (12). In addition, 6 are not direct discharges.

## 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:1 Educate dog owners about picking up dog waste**

Message Description and Distribution Method:

A "rack card " regarding proper pet waste disposal was printed by the Neponset Stormwater Partnership and distributed by the Milton Town Clerk's office with in-person and mail dog-license renewals.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Approximately 1,100 rack cards distributed to dog owners during the reporting period.

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:2 Provide continuing education about proper septic system maintenance**

Message Description and Distribution Method:

The Neponset Stormwater Partnership designed and sent a postcard about care and maintenance of septic systems to known owners of septic systems in Milton.

The Health Department website features educational links and documents about septic system maintenance at <https://www.townofmilton.org/environmental-and-inspectional-services/pages/environmental-health-resources> and <https://www.townofmilton.org/health-department/applications-and-forms/pages/septic-title-v>.

Targeted Audience:

Responsible Department/Parties:



## Measurable Goal(s):

The environmental health resources web page had 147 page views during the reporting period.

Message Date(s): Postcard March 2020; website 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:3 Update stormwater section of town website at least 3 times per year**

## Message Description and Distribution Method:

Updated town's Stormwater Management web page was updated with information about seasonal stormwater management practices and current projects, at <https://www.townofmilton.org/stormwater-management>.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

## Measurable Goal(s):

Updated 3 times annually with town-produced content or links to educational pages on the Neponset Stormwater Partnership's website.

Message Date(s): July 25, 2019; September 12, 2019; October 16, 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:

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**BMP:4 "Problem Area" Outreach**

## Message Description and Distribution Method:

The Neponset Stormwater Partnership (NSP) prepared a targeted outreach campaign designed to correct known stormwater pollution issues in a particular area of Milton. The NSP maintains a regional "stormwater hotline" to field questions and problem reports regarding stormwater from across the region. One issue that was reported on the hotline this year regarded concern over residents' treatment of a wetland area along Atherton Street in Milton, including issues with yard waste, pet waste, and chemical lawn treatments. The NSP, in consultation with Milton Engineering staff members, addressed this through an educational mailer to all residents in the vicinity that included a letter to each identified address describing the issue and a specifically-designed outreach piece that contained stormwater pollution prevention tips that were pertinent to

the issues reported by the caller.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Respond to identified “problem areas” with methods designed to correct specific pollution-generating behaviors.

Message Date(s): September 19, 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 message was designed and drafted for Milton by communications professionals at the Neponset River Watershed Association. As a member of the NSP regional stormwater collaborative, Milton has access to high-quality materials such as these that complement and support activities in the town's SWMP.

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### **BMP:5 Summer pet waste campaign**

Message Description and Distribution Method:

The NSP prepared a social media campaign directed at the proper disposal of pet waste. Milton retweeted the NSP's tweet via the official twitter account of the Town of Milton. In addition, the Environmental Coordinator put a link to the pet waste section of the NSP website on the town's stormwater web page.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: Engineering

Measurable Goal(s):

The Town of Milton's official twitter account has more than 1,000 followers. In August 2019, the town's tweets had about 1,200 impressions a day.

Message Date(s): August 21, 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 year Milton replaced local access TV PSAs (BMP 1-9 in the NOI) with this message and other social media by the NSP (BMPs 6 and 7 below). The social media messages helped Milton share important information, even when town staff had limited time to work on outreach.

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### **BMP:6 Fall leaf waste campaign**

**Message Description and Distribution Method:**

The NSP prepared a social media campaign directed at the proper disposal of leaf waste. Milton retweeted the NSP's tweet and shared it on the town's official Facebook page.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: Engineering

**Measurable Goal(s):**

The Town of Milton's official twitter account has more than 1,000 followers. In September 2019, the town's tweets had about 999 impressions a day. The town's Facebook page has more than 2,500 likes and more than 2,500 followers. The post got 6 likes and 2 shares.

Message Date(s): October 16, 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:

Same as explanation for BMP 5: Summer pet waste campaign, above.

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**BMP:7 Spring fertilizer and grass clipping campaign****Message Description and Distribution Method:**

The NSP prepared a campaign regarding proper use (or abstention from use) of fertilizers. The campaign consisted of social media posts and an interactive "fertilizer calculator." Milton shared one of the social media messages on the town's official twitter account and the DPW's Facebook page. The information and associated links were also added to the Stormwater Management section of the Town's website and was also posted under "News & Announcements" on the DPW and Stormwater Management pages.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: Engineering

**Measurable Goal(s):**

The Facebook post had a reach of 356 and 33 clicks. In April 2020, the town's tweets had about 1,500 impressions a day.

Message Date(s): April 23, 2020

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:

Same as explanation for BMP 5: Summer pet waste campaign, above.

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**BMP:8 Paid Facebook Advertising****Message Description and Distribution Method:**

The NSP piloted tested a Facebook advertising campaign mimicking one of the regular social media outreach campaigns. Facebook ads regarding proper fertilizer use were designed for every participating community, including Milton. The ads were nearly identical to the educational posts designed as part of the Spring outreach activity (Spring Fertilizer and Grass Clipping Campaign). The ads were set up to be shown to pertinent groups in each town. For example, this ad targeted homeowners that were at least 25 years old. Results of the pilot test's reach were then compared to the reach of the previous social media post on the same topic to determine if Facebook ads are a viable option for future outreach.

Targeted Audience: Residents

Responsible Department/Parties: Neponset Stormwater Partnership

**Measurable Goal(s):**

Conduct a pilot test of Facebook advertising and compare the reach results to the analogous social media outreach post. The ad ran for 12 days and reached approximately 61,776 people, compared to the original social media post that reached 4,704 people. The ad also generated 1,229 clicks through to the NSP's fertilizer and yard waste management page. It was determined that Facebook ads were a useful tool for outreach and may be used in conjunction with the regular outreach campaigns in the future.

Message Date(s): June 19 - June 30, 2020

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:

Same as explanation for BMP 5: Summer pet waste campaign, above.

**BMP:9 School Outreach Program****Message Description and Distribution Method:**

The NSP Prepared a hands-on watershed education curriculum for 4th or 5th grade students. Curriculum covered drinking water and stormwater infrastructure, local water resources, wastewater systems, water conservation, and stormwater pollution prevention techniques, and incorporated slides, videos, models, and hands-on activities. Curriculum was designed and adapted with input from teachers in participating schools and aligned with the MA 5th grade science curriculum standards.

The program was delivered by NSP at the individual classroom level in Milton over the course of one two 60-minute visits by a watershed educator. The educator also provided students with a water use / pollution prevention checklist and summary of the program for students to take home and review with their families.

Due to the spring 2020 COVID restrictions, schools were shut down and some scheduled school visits during this period could not occur. In lieu of these visits, the educator created digital materials for teachers to use in their virtual classrooms.

Targeted Audience: Residents

Responsible Department/Parties: Neponset Stormwater Partnership

Measurable Goal(s):

Reach at least 80% of households with 4th or 5th grade children in participating communities, and 100% positive feedback from participating classroom teachers.

During the 2019-2020 school year NSP was able to visit 75% of the 4th and 5th grade classrooms in Milton. The COVID pandemic and subsequent school shut down prevented educators from completing all visits as scheduled. Online materials for use in virtual learning situations were viewed over 400 times across all of the NSP communities. Feedback from teachers has been positive on both the in-class presentation and the online materials.

Message Date(s): September 2019 - June 2020 (school year)

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:10 Regional educational mailing**

Message Description and Distribution Method:

NSP prepared and sent an educational mailing to all addresses in participating NSP communities, including Milton. The mailing was an 11x17 trifold brochure that highlighted general stormwater pollution prevention tips. The mail piece referenced key information on fertilizer, pet waste, yard waste, and litter and referred readers to additional information available at [yourcleanwater.org](http://yourcleanwater.org) and the stormwater hotline. The mailing was distributed to all business and residential addresses in Milton.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: Neponset Stormwater Partnership

Measurable Goal(s):

Reach 100% of addresses, including those who do not use social media or follow town government communication channels.

100% of addresses in the target area were reached, including all businesses, residential addresses, and PO boxes.

Message Date(s): June 5, 2020

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:11 Think Blue “Fowl Weather” Video**

## Message Description and Distribution Method:

The NSP partnered with MA Statewide Municipal Stormwater Coalition to secure MassDEP grant funding to distribute “Fowl Weather” advertising campaign, which helps viewers visualize how motor oil, pet waste, and trash become stormwater pollution. The campaign was operated on Facebook, Instagram, and YouTube.

Targeted Audience: Residents

Responsible Department/Parties: Neponset Stormwater Partnership

## Measurable Goal(s):

Reach a significant portion of the NSP service area population with a stormwater awareness message in a highly engaging format.

A total of 504,123 people in the NSP service area were reached via 260,039 Facebook/Instagram “impressions.” Via YouTube, there were 244,084 impressions. A survey found that 17% of respondents recalled seeing the campaign in past years, which is continuing an upward trend from 8% and 15% in 2018 and 2019, respectively.

Message Date(s): May 16 to June 5, 2020

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:

Same as explanation for BMP 5: Summer pet waste campaign, above. In this case the campaign was designed by a consultant called Water Words That Work.

**BMP:12 Regional Water Quality Forum**

## Message Description and Distribution Method:

The NSP organized an evening public presentation on data from the 2019 Volunteer Water Quality Monitoring Program (Public Participation BMP).

The presentation covered the results from the 2019 sampling season and how they fit into the broader context of long-term water quality trends in the watershed. Also discussed were remaining challenges facing various waterways in the Watershed, and actions individuals can take to address those challenges. The event was held at the Canton Public Library, was publicized across the entire NSP service area and drew attendees from numerous communities. In addition, the presentation was broadcast on the local cable news network. Milton was among the communities that participated in this task.

Targeted Audience: Residents

Responsible Department/Parties: Neponset Stormwater Partnership

## Measurable Goal(s):

Deliver detailed site-specific water quality data to interested residents and local officials in addition to general “how to” information for broader audiences.

Presenters estimated 50 people in attendance for the presentation, however only 29 names were captured on the sign-in sheet.

Message Date(s): February 6, 2020

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 BMP was made possible by the regional stormwater coalition and it goes above and beyond what Milton planned in the NOI.

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### **BMP:13 Regional Water Quality Data Reports and Press**

Message Description and Distribution Method:

The NSP organized data from the 2018 Volunteer Water Quality Monitoring Program (Public Participation BMP) into town-specific reports and press releases. These materials were provided to Milton to aid in the dissemination of the results of the water quality monitoring program to residents and/or the media.

Targeted Audience: Residents, Businesses, Institutions

Responsible Department/Parties:

Measurable Goal(s):

Produce materials for each participating town to use in disseminating the results of this year's water quality monitoring program.

A report and press release was prepared for Milton.

Message Date(s): July 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:

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### **BMP:14 Meet with neighborhood groups**

Message Description and Distribution Method:

The environmental coordinator met with the Milton Neighborhood Coalition, which is a combined organization of all the neighborhood associations.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Meet with at least one neighborhood association per year.

The environmental coordinator attended a meeting of the Neighborhood Coalition at East Congregational Church (610 Adams St., Milton).

Message Date(s): July 23, 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:

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**BMP:[Message name here]**

Message Description and Distribution Method:

n/a

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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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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:**

As mentioned above, throughout the reporting period, Milton's SWMP was on the town's stormwater documents page with the following text: "All of the Stormwater Management Program documents are open to public comment. To issue a comment, contact the Environmental Coordinator. You may also mail a written comment to the address below. In your comment please note the document to which you are referring."

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 Neponset Stormwater Partnership (NSP), organized a River Clean Up Day. The volunteer-based river cleanup event had sites in Milton, Quincy, and Canton (and Boston). Approximately 150 volunteers participated and removed an estimated 6.5 tons of trash and debris from various waterways, parks, and wetlands. Another cleanup day was planned for the spring, but it was canceled due to the COVID pandemic.

The NSP organized a volunteer-based water quality monitoring program with sites in Canton, Foxborough, Milton, Dedham and Westwood located on the Neponset River and/or tributaries of the Neponset River. Approximately 25 volunteers are involved in the program and it is operated under the terms of a DEP / EPA approved QAPP. The results are used to more meaningfully engage members of the public in implementation of the MS4 program, to better inform municipal IDDE efforts, to track overall progress in restoring stream health and attaining designated uses throughout the watershed, and to provide local data that provides meaningful context for public outreach and education programs.

In addition, the NSP, organized a regional water quality forum. The evening public presentation was on the 2019 water quality data collected in the Neponset River Watershed. The presentation covered the results from the 2019 sampling season and how they fit into the broader context of long-term water quality trends in the watershed. Also discussed were remaining challenges facing various waterways in the Watershed, and actions individuals can take to address those challenges. The event was held at the Canton Public Library, was publicized across the entire NSP service area, and drew approximately 29 attendees from numerous communities. In addition, the presentation was broadcasted on the local cable news network and a link to the recording was shared on social media. (Also listed under MCM 1).

### **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**

*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

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

Milton DPW is not aware of any open channel conveyances to the MS4.

The town has a list of locations of 28 interconnections from Milton to other entities and 4 interconnections from other entities to Milton. All of these are also mapped but not yet labeled as interconnections. During the reporting period, the town's environmental coordinator acquired contact information for stormwater managers at the state's Department of Conservation and Recreation and Department of Transportation. She will contact these state personnel for assistance completing the inventory of interconnections to Milton's MS4.

The town has an inventory of the 36 town-owned stormwater treatment structures but they have not all been mapped.

### **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:

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

Number of outfalls screened:

### **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:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated: 0

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

On September 10, 2020, SDE Inc. completed an updated outfall priority ranking to determine the order in which catchment investigations should proceed. SDE used results from dry weather outfall screening conducted between February 17, 2020 and March 11, 2020 as well as the initial priority rankings established by the Town of Milton.

SDE did not develop the updated priority ranking sooner because of COVID-related staffing limitations at both the Town of Milton and SDE. In addition, SDE's capacity to do catchment investigations was and continues to be limited because of COVID. The company suspended field work completely between March 24, 2020 and May 5, 2020. The company resumed field work on a limited basis on May 6, 2020. As of mid-September, the company still has not resumed any work that requires staff to enter into private residences. Because the company's standard method of verifying sources of contamination, dye testing, requires this type of entry, SDE is not conducting dye testing at this time.

### **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: 0

Estimated volume of sewage removed: 0 gallons/day

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

Total number of illicit discharges identified: 3

Total number of illicit discharges removed: 3

*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 the reporting period**:

The Neponset Stormwater Partnership provided IDDE training to Milton and Quincy staff that covered identifying and reporting illicit discharges as well as some general information on IDDE activities being conducted by 3rd parties. Nine municipal staff (from the two towns) and two 3rd party contractors attended this training on January 30, 2020.

#### **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: 13

Number of inspections completed: 13

Number of enforcement actions taken: 0

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

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

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

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- ☒ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- ☐ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ☐ Bylaw, ordinance, or regulations have not been updated or adopted

##### **As-built Drawings**

Describe 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 stormwater bylaw states "Projects more than one acre of land shall prepare and submit to DPW for approval a Stormwater Management Plan" with elements including "x) A narrative description of proposed

measures for permanent management and treatment of stormwater; (y) Structural details for all components of the proposed drainage systems and stormwater management facilities; and, (z) A written program of documented inspections and maintenance of the stormwater management systems and a corrective action program for identified deficiencies." In addition, the town requires a \$2,500 As-Built deposit, which is refunded upon the satisfactory completion of the work and submission of all as-built plans to the Town Engineer.

### **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 assessment has not been started.

### **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 report has not been started.

### **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 2013 final report for a 604(b) grant is the start of this inventory. Under the grant the town hired a consultant to identify sites in the town that were suitable for retrofitting with structural stormwater BMPs and to develop conceptual designs for BMPs at those sites to restore and maintain primary contact recreation and other designated uses.

## **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:

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.*

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:

Any catch basin with a sump more than 50% full on two consecutive inspections will be added to an optimization list to be inspected annually and cleaned at that time if found to be more than 25% full. The Town is working on integrating the optimization list into our GIS system which is the mechanism used to dictate the cleaning schedule.

### **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:
- ☐ Weight of material removed:

### **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

### **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:

None.

## **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):

Under the heading "2018-2019 Water Quality Reports for NSP Towns (Neponset Watershed only)" on <https://yourcleanwater.org/water-issues/>.

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:

The Neponset Stormwater Partnership continued to Organized a volunteer-based water quality monitoring program with sites in Milton, among other towns. Approximately 25 volunteers are involved in the program and it is operated under the terms of a DEP / EPA approved QAPP. The NSP organized data from the 2018 Volunteer Water Quality Monitoring Program into a town-specific for Milton.

### **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 NSP assisted Milton in reviewing its existing stormwater bylaws and regulations to assess compliance with current MS4 requirements as well as recommended best practices. The NSP provided Milton with new draft bylaws and regulations were provided. The Town of Milton adopted an updated bylaw on June 16, 2020.

In addition, Milton participated in the meetings of the MA Statewide Municipal Stormwater Coalition (Statewide Coalition) during the project period.

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 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:

Catch basin cleaning and street sweeping, which are both done by DPW employees, were limited in the fourth quarter of the reporting period because of a COVID-safety related reduction in DPW daily staffing.

In addition, the following changes to planned actions in the Public Education BMPs resulted from COVID related staffing limitations described earlier in this report:

- The environmental coordinator did not present an update to the Select Board.
- The town did not develop press releases or bill stuffers this year.
- The environmental coordinator did not meet with personnel from Milton campuses and institutions.

- The town did not develop a construction and development web page.
- The town did not work on an EPA Water Quality Scorecard.

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

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

**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 uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- 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

Provide any additional details on activities planned for permit year 3 below:

The environmental coordinator will compile the phosphorus-reduction estimates, consistent with Attachment 3 to Appendix F of the 2016 MS4 Permit, for existing BMPs from the plans/ designs of those BMPs.



## Part V: Certification of Small MS4 Annual Report 2020

### 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:

Chase Berkeley

Title:

Director of Public Works

Signature:

Date:

09/28/20

*[Signatory may be a duly authorized  
representative]*

*Note: When prompted during signing, save the document under a new file name.*

### Annual Report Submission

*Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)MassDEP: [laura.schifman@mass.gov](mailto:laura.schifman@mass.gov)

### Paper Signature:

*If you did not sign electronically above, you can print the signature page by clicking the button below.*

[Print Signature Page](#)

*Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.*

[Lock Form](#)