

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

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

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.*

## **Part I: Contact Information**

Name of Municipality or Organization: Town of Milton, MA

EPA NPDES Permit Number: MAR041079

### **Primary MS4 Program Manager Contact Information**

Name: Hillary Waite Title: Environmental Coordinator

Street Address Line 1: 525 Canton Avenue

Street Address Line 2:

City: Milton State: MA Zip Code: 02186

Email: hwaite@townofmilton.org Phone Number: (617) 898-4968

Fax Number:

### **Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

Date SWMP was Last Updated: June 30, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

## Part II: Self Assessment

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

### Impairment(s)

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

### TMDL(s)

*In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

**Clear Impairments and TMDLs**

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

### Year 1 Requirements

Develop and begin public education and outreach program

Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 

- The SSO inventory is attached to the email submission
- The SSO inventory can be found at the following website:  
<https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents> (Select IDDE Program, inventory on page 14)

Develop written IDDE plan including a procedure for screening and sampling outfalls

IDDE ordinance complete

Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 

- The priority ranking of outfalls/interconnections is attached to the email submission
- The priority ranking of outfalls/interconnections can be found at the following website:  
<https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents> (Select IDDE Program, inventory begins on page 18)

Construction/ Erosion and Sediment Control (ESC) ordinance complete

Develop written procedures for site inspections and enforcement of sediment and erosion control measures

Develop written procedures for site plan review

Keep a log of catch basins cleaned or inspected

Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

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

**Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

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

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

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

*Potential structural BMPs*

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report

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

Annual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

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

## **Part III: Receiving Waters/Impaired Waters/TMDL**

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

Yes  No

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

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed during the reporting period: 9

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

**BMP: 1-1 Educate dog owners about picking up dog waste.**

Message Description and Distribution Method:

A palm card is distributed to all owners of licensed dogs in Milton upon obtaining a dog license. Palm card is given to in-person applicants. Same palm card is mailed with dog tags when license application is completed remotely.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk's Office

Measurable Goal(s):

Paper palm card distributed with each dog license. Approximately 1 card issued per dog, with 1,453 licensed dogs this year.

Message Date(s): ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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**BMP: 1-4 Provide continuing education about proper septic system maintenance.**

Message Description and Distribution Method:

The Health Department website features educational links and documents about septic system maintenance.  
<https://www.townofmilton.org/environmental-and-inspectional-services/pages/environmental-health-resources>  
[https://www.townofmilton.org/sites/miltonma/files/uploads/septic\\_system\\_maintenance\\_guide.pdf](https://www.townofmilton.org/sites/miltonma/files/uploads/septic_system_maintenance_guide.pdf)

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

Website maintained and updated as new regulations require.

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:

Because septic systems are privately owned, the Town has no complete record of where all systems in Town are located, and cannot reach all septic owners with a mailing or similar outreach item. The Town has almost completed an inventory of known septic system sites and issue targeted outreach to those residents in permit year 2 or 3. While creating this inventory, the Town has chosen to make resources about septic system maintenance available year-round on the Town website where owners may access as necessary. The Town will include information about septic system care in future mail messages as appropriate.

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**BMP: 1-5 Update stormwater section of Town website at least 3 times per year.**

Message Description and Distribution Method:

Town website is regularly updated with information about pollutants, seasonal stormwater management, and upcoming projects.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Website updated minimum of 3 times annually with either Town-produced content or links to Neponset Stormwater Partnership content.

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: 1-6 Provide an annual update of the Stormwater Management Program at Select Board meeting.**

Message Description and Distribution Method:

Annually update the Select Board on the Stormwater Management Program and the Town's compliance status. Select Board meetings are televised and available online on demand to residents.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

One Select Board update conducted annually.

Message Date(s): 6/26/19

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: 1-8 Issue two press releases per year about stormwater management and projects.**

Message Description and Distribution Method:

Publish two press releases annually through the Town's typical channels (Milton Times, Milton Access TV, Town website, email distribution list).

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Publish two press releases per year.

Message Date(s): July 2018 (Police Station Project); January 2019 (Wendell Park Project)

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: 1-9 Develop two local access TV programs per year about stormwater management.**

Message Description and Distribution Method:

The Town will create or participate in programs for Milton Access TV that discuss stormwater management.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Two programs aired per year.

Message Date(s): October 2018; June 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: 1-10 Stuff bills with information about household Best Management Practices.**

Message Description and Distribution Method:

Message about fertilizer use and stormwater was included in all water bills for Quarter 4 (April - June).

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Reach approximately 10,000 households per quarter through water/sewer billing.

Message Date(s): April/May/June 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: 1-12 Create a mailer for businesses.**

Message Description and Distribution Method:

Distribute a mailer to all business located in Milton that discusses good stormwater management according to the type of business (e.g. fleet management for landscapers; dumpster management for restaurants). Message flyers were created by the Massachusetts Statewide Stormwater Coalition.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

Issue mailer to approximately 300 Milton businesses.

Message Date(s): June 2019

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

If yes, describe why the change was made:

**BMP: Think Blue Massachusetts' "Fowl Water" video**

Message Description and Distribution Method:

Think Blue Massachusetts' "Fowl Water" video was distributed as an advertisement on Facebook, Instagram, and YouTube by the Massachusetts Statewide Stormwater Coalition in Milton and surrounding communities. The video is available at [www.thinkbluemassachusetts.org](http://www.thinkbluemassachusetts.org) .

Targeted Audience: Residents

Responsible Department/Parties: MA Statewide Stormwater Coalition

Measurable Goal(s):

Across the Neponset River Watershed communities (Canton, Dedham, Foxborough, Medfield, Milton, Norwood, Quincy, Sharon, Stoughton, and Westwood), the campaign reached approximately 106,752 people through Facebook (Facebook and Instagram) and 96,873 people through Google (Youtube).

Message Date(s): 5/31/18 - 6/25/18 and 6/23/19 - 6/30/19

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 not proposed in our NOI, as the Town planned to meet outreach requirements through other BMPs. Continuing work with the statewide coalition will be reported, but not added to Milton's SWMP.

**Add an Educational Message****MCM2: Public Participation**

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

The SWMP was uploaded in June 2019 and is now available for public review at any time. Comments on the SWMP may be issued in writing to Hillary Waite, Environmental Coordinator.

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

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

Milton provides support before, during, and after the Neponset River's biannual river cleanups. The Town provides water pollution and conservation-related curricula in Milton 5th grade classrooms.

Milton participates in the Neponset Stormwater Partnership and the Massachusetts Statewide Stormwater Coalition. The Statewide Stormwater Coalition presented on the Think Blue Massachusetts public awareness campaign and regional collaboration on stormwater at the following public events:

- Metrowest/495 Partnership (October 4, 2018)
- Metrowest Stormwater Roundtable hosted by MAPC (November 20, 2018)
- Massachusetts Municipal Association Meeting & Trade Show (January 18-19, 2019)
- New England Water Environment Association Annual Conference (January 28, 2019)
- Massachusetts Association of Conservation Commissions Annual Conference (March 2, 2019)
- Massachusetts Congress of Lake and Pond Associations Annual Workshop (April 12, 2019)
- New England American Public Works Association Spring Conference (April 17, 2019)
- EcoTarium Earth Day activities (April 16-19, 2019)
- New England Water Environment Association Spring Meeting (June 4, 2019)

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

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

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

Number of SSOs identified: 1

Number of SSOs removed: 1

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

Total number of SSOs identified: 3

Total number of SSOs removed: 3

#### **MS4 System Mapping**

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

Milton's MS4 map was originally completed in 2003 with sporadic updates. The current map is about 95% complete. We have contracted with an engineering firm to make a large-scale update to the map by the end of permit year 2 to ensure it is 100% updated and accurate.

#### **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:

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

Percent of total 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:

*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.*

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

<https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

*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: 1

Number of illicit discharges removed: 1

Estimated volume of sewage removed: 0 [UNITS]

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

Total number of illicit discharges identified: 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:

The Town has identified and removed two illicit discharges since the permit effective date, both of which were temporary discharges caused by improper dumping into the storm sewer. These discharges and their individual reports are included in the illicit discharge report.

### **Employee Training**

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

One annual IDDE training was conducted this year in August 2018. Content of the training included municipal good housekeeping procedures that DPW staff should conduct and identification of illicit discharges in the field.

### **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: 5

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

#### **Ordinance Development**

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

A draft ordinance has been created for the Town (as a member of the Neponset Stormwater Partnership) by

the Neponset River Watershed Association. The Town plans to introduce the ordinance at the January 2020 or May 2020 Town Meeting for approval.

### **As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town requires an as-built deposit to be paid by building permittees. The deposit is released once as-built drawings are submitted and approved by the Engineering Department. As-builts and operation and maintenance plans are stored within the Town's GIS system ensuring that they are accessible to both field and office personnel at all times.

### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town has not yet begun work on this requirement.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town has not yet begun work on this requirement.

### **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 Town has a working inventory of these properties, but a formal report must still be created.

The Milton Police Station and Wendell Park (a right-of-way) have already undergone retrofits.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The plan is complete and available online at the link below.

*If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:*

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

<https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

*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: 1136

Number of catch basins cleaned: 1099

Total volume or mass of material removed from all catch basins: 1007 cubic yards

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

Total number of catch basins: 3652

*If applicable:*

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

The catch basin is added to the Town's priority list of streets and catch basins. Catch basins on this list are inspected and cleaned more frequently, in order to establish a schedule that ensures no catch basin sump is more than 50% full.

## **Street Sweeping**

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

The written procedures are included in the Town's Infrastructure Operations and Management Plan, which can be found online at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

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

Number of miles cleaned:  

Volume of material removed: 691.5 cubic yards

Weight of material removed:   [UNITS]

*If applicable:*

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

### **Winter Road Maintenance**

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

The Town already had a written winter road/snow and ice procedure. It can be found online at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents> (Select "Infrastructure Operation and Maintenance Program" and view section "Winter Road Maintenance" on page 7)

### **Inventory of Permittee-Owned Properties**

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

This inventory is complete and available at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

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

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

This manual is complete and available at <https://www.townofmilton.org/stormwater-management/pages/stormwater-management-program-documents>

### **Stormwater Pollution Prevention Plan (SWPPP)**

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The SWPPPs for the DPW Yard and Cemetery are mostly complete. The text for both has been written. Both require revisions related to the facility maps and illustrations.

The Pollution Prevention Teams for both facilities have been identified. Contact information is available upon request.

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

Number of site inspections completed: 0

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

### **O&M Procedures for Stormwater Treatment Structures**

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

Stormwater treatment structures in Milton each have their own Operation and Maintenance Plans based on the structure's type (e.g. tree filter boxes, infiltration basins). All stormwater structures have complete and current O&M plans.

## **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:

Under "Street Sweeping" above, we reported the volume of material removed from 7/20/18 - 6/30/19 only due to a gap in the Town's recorded information. Beginning on 7/20/18, the sweeper began reporting the volume of material removed, and we report the volume of material removed from that date until the end of the reporting period. In the next reporting period, we have standardized our processes so that volume of material removed is always recorded.

From 5/1/18 - 6/27/18, the Town's street sweeper required repairs and was not used. From 6/28/18 - 7/19/18, the Town recorded 25.5 miles of street swept.

**Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

**Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

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

The Town will undertake all additional requirements under Appendices F and H that still apply based on water body impairments and TMDLs. Milton plans to begin work on EPA's Water Quality Scorecard in order to build understanding of potential green infrastructure opportunities.

## Part V: Certification of Small MS4 Annual Report 2019

### 40 CFR 144.32(d) Certification

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

Name:

Chase Berkeley

Title:

Director of Public Works

Signature:

Date:

*[Signatory may be a duly authorized representative]*

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

### NOI 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: [frederick.civian@mass.gov](mailto:frederick.civian@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](#)