

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*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, 2022 and June 30, 2023 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 (publicly available 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.

### 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 publicly available website:  
<https://www.town.medfield.net/1793/Storm-Water-Information>

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
  - This is not applicable because there are no septic systems present

*\* 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:

In PY5, the Town of Medfield continued to work with the NSP on Public Education and Outreach.

## **Nitrogen** (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) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release 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)

***Structural BMPs***

Completed the evaluation of all permittee owned properties identified as presenting retrofit

- opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the Nitrogen Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

- Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date

- Estimated cost of redevelopment or retrofit BMPs

- Engineering and regulatory feasibility of redevelopment or retrofit BMPs

- Completed a listing of planned structural BMPs and a plan and schedule for implementation

- The BMP list and implementation schedule is attached to the email submission

- The BMP list and implementation schedule can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen 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 nitrogen removed in mass per year by the BMP were documented.

- No BMPs were installed

- The above referenced BMP information is attached to the email submission

- The above referenced BMP information can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

Total estimated nitrogen removed in lbs/year from the installed BMPs: 257.2

*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:

In PY5, the Town of Medfield DPW conducted an inventory of its known BMPs throughout the Town and incorporated the data into its PeopleGIS asset management program.

**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)

#### *Structural BMPs*

- Completed the evaluation of all permittee owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the
- Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

- Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date
- Estimated cost of redevelopment or retrofit BMPs
- Engineering and regulatory feasibility of redevelopment or retrofit BMPs
- Completed a listing of planned structural BMPs and a plan and schedule for implementation
  - The BMP list and implementation schedule is attached to the email submission
  - The BMP list and implementation schedule can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

- 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.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

Total estimated phosphorus removed in **lbs/year** from the installed BMPs: 114.5

*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:

In PY5, the Town of Medfield DPW conducted an inventory of its known BMPs throughout the Town; incorporated the data into its PeopleGIS asset management program; and used the data as part of its Phosphorous Control Plan to estimate the existing P-Load reduction and future P-Load Reduction goals.

## **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 publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

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 of Medfield uses PeopleGIS to track catch basin sums that are more than 50% full. The Town developed a Catch Basin Optimization Schedule, dated September 26, 2019.

## **Charles River Watershed Phosphorus TMDL**

Completed the written Phase 1 Phosphorus Control Plan (PCP), including: *(select the items in the Phase 1 PCP that have been completed)*

- Planned nonstructural controls
- Planned structural controls
- O&M program for structural controls
- Implementation schedule
- Cost of implementation

The Phase 1 PCP: *(select one of the following options)*

is attached to the email submission

can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

*Below, calculate your current phosphorus export rate by first filling out the individual phosphorus loading components (labeled [A], [B], [C], and [D]) and then computing your current phosphorus export rate using the equation provided.*

Baseline phosphorus export reduction required from PCP Area, as identified in Appendix F (**lbs/year**) **[A]**:

738.5

Documented the nonstructural control measures implemented during **this reporting period** and their phosphorus reduction

total phosphorus reduction from all nonstructural controls this reporting period (**lbs/year**) **[B]**:

42.5

No nonstructural control measures were implemented

- The above referenced nonstructural control measures information is attached to the email submission
- The above referenced nonstructural control measures information can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

Documented the structural control measures implemented during **this reporting period and all previous years**, including location, phosphorus reduction in mass/year, and date of last completed maintenance and inspection for each control

total phosphorus reduction from all structural controls installed this reporting period and all previous years (**lbs/year**) [C]:

114.5

- No structural control measures were implemented
- The structural control measures information is attached to the email submission
- The structural control measures information can be found at the following publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

Phosphorus load increase due to development incurred since 2005 in **lbs/year** [D]: 0

Current phosphorus export rate from the PCP Area in **lbs/year** [=A-(B+C)+D from above]:

581.5

I certify under penalty of law that all source control and treatment Best Management Practices being claimed for phosphorus reduction credit have been inspected, maintained and repaired in accordance with manufacturer or design specification. I certify that, to the best of my knowledge, all Best Management Practices being claimed for a phosphorus reduction credit are performing as originally designed.

All municipally owned and maintained turf grass areas are being managed in accordance with Massachusetts Regulation 331 CMR 31 pertaining to proper use of fertilizers on turf grasses

*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 of Medfield is a “decision community” and is allowed to choose one of the following options to define its PCP Area: (1) the entire area within its jurisdiction (for municipalities this would be the municipal boundary) within the Charles River Watershed; or (2) only the urbanized area portion of the permittee’s jurisdiction within the Charles River Watershed. The Town Medfield has opted to implement the PCP within the MS4-regulated (urbanized) area because it is a smaller load and a smaller, more manageable area. The town anticipates having the available space within this area to meet the MS4 Permit phosphorus reduction requirements. The total baseline P-Load for the PCP Area is 1,823.2 lbs/year; the allowable P-Load is 1,084.7 lbs/year; and the required stormwater P-Load Reduction [A] has been calculated to be 738.5 lbs/year.

The Town has worked extensively with the NSP on evaluating a number of BMP improvements and retrofits. The top 14 locations have a total P-Load reduction of 182.0 pounds/year. In PY5, the four priority locations were designed for an estimated P-Load reduction of 89.4 pounds/year. The estimated construction cost of the four primary locations is \$714,648.59 and the added O&M cost to the Town is \$7,146.50.

***NON-TRADITIONAL AND TRANSPORTATION MS4s ONLY- municipalities please skip this section:***

Describe the planned phosphorus reduction activities on site and coordination progress with the applicable municipality:

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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:** 16

*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 Maintain Educational Website**

Message Description and Distribution Method:

The Town assisted the NSP with maintaining a comprehensive educational website to serve the NSP service area as a primary resource for key information for all four target audiences.

Targeted Audience: Residents, Businesses, Industry and Developers

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Achieve at least unique 500 site visits every year. In PY5, there were 4,116 unique site visitors and 6,321 page views. The Site will continue in PY6.

Message Date(s): Ongoing since May 1, 2018

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

#### **BMP: 2 Operate Stormwater Hotline**

Message Description and Distribution Method:

The Town assisted the NSP in operating a regional “stormwater hotline” to field questions and problem reports regarding stormwater from across the region. Responses were collected via a website form hosted at [yourcleanwater.org](http://yourcleanwater.org), via email submissions to [stormwater@neponset.org](mailto:stormwater@neponset.org), and phone calls to 781-575-0354 x 300. Responses included answers to questions, additional information or follow up investigation, and/or referral of inquiries/reports to the appropriate municipalities as appropriate. Anonymity of inquiries was maintained as requested.

Targeted Audience: Residents, Businesses, Industry and Developers

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Provide immediate answers to inquiries generated by regionalized outreach activities. Five contacts were made to the stormwater hotline this year.

Message Date(s): Ongoing since May 1, 2018

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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**BMP: 3 Distribute Pet Waste Information With Dog Licenses****Message Description and Distribution Method:**

Working with the NSP, educational “rack cards” regarding proper pet waste disposal were printed and provided to town clerks’ offices in member towns to distribute with dog licenses, either in person or via mail. The number of rack cards distributed correlated to the number of dogs licensed per town to ensure all dog owners received the information. In towns where online renewal is available, online graphics that link to the pet waste page of the NSP website were provided.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Participation by 100% of Town Clerks in order to reach 80% of dog owners annually with pet waste management information. Over the 5-year permit period achieve a reduction in the number of pet waste bags found when cleaning catch basins in the member communities that track this information.

Message Date(s): Materials were distributed to the Medfield Town Clerk in December 2022 and disseminated to dog owners as licenses were issued.

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 Summer Pet Waste Campaign****Message Description and Distribution Method:**

Working with the NSP, prepared one paid Facebook/Instagram ad campaign about the proper disposal of pet waste. Additionally, the same messaging was shared as a social media post to the Neponset River Watershed Association’s social media accounts including Facebook, Instagram, and Twitter. Neponset Stormwater Partnership communities were asked to share/retweet it on their own social media accounts where available. Additionally, towns were tagged on their respective town accounts (where available) for ease in distribution.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

The paid Facebook ad campaign reached 5,888 Medfield residents.

Message Date(s): July 5 through July 29, 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:

### **BMP: 5 Fall Leaf Waste Campaign**

Message Description and Distribution Method:

Working with the NSP, prepared one paid Facebook/Instagram ad campaign about the proper disposal of leaf waste. Additional social media materials were posted to the Neponset River Watershed Association's social media account including Facebook, Instagram, and Twitter. Neponset Stormwater Partnership member communities were asked to share/retweet it on their own social media accounts where available. Additionally, towns were tagged on their respective town accounts (where available) for ease of distribution. Below highlights the days posted, content, and reach. (Note that Twitter posts were shortened to meet character requirements.)

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

NepRWA provided PDF flyers for Medfield to distribute. The paid Facebook/Instagram social media campaign reached 5,488 Medfield residents.

Message Date(s): October 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:

### **BMP:6 Spring Fertilizer and Grass Clipping Campaign**

**Message Description and Distribution Method:**

Working with the NSP, prepared one paid Facebook/Instagram ad campaign directed at the proper disposal of leaf waste. Additional social media materials were posted to the Neponset River Watershed Association's social media accounts including Facebook, Instagram, and Twitter. Neponset Stormwater Partnership member communities were asked to share/retweet it on their own social media accounts where available. Additionally, towns were tagged on their respective town accounts (where available) for ease of distribution.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

The paid Facebook/Instagram social media campaign reached 10,904 Medfield residents.

Message Date(s): April 10 to May 6, 2023

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: 7 School Outreach Program****Message Description and Distribution Method:**

During the 2022-2023 school year all lessons took place in person. The program with the NSP focused on drinking water, stormwater infrastructure, local water resources, wastewater systems, water conservation, and stormwater pollution prevention techniques, and the curriculum aligned with the MA 5th grade science curriculum standards. Information was presented using a PowerPoint presentation, a groundwater model, and an enviroscape model. The educator also provided teachers with followup materials to share with students and families.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

In Medfield, the program was delivered at the individual classroom level by a watershed educator over TWO VISITS. Each visit took 45-60 minutes.

Message Date(s): September 2022 through June 2023

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: 8 Regional Education Mailing**

Message Description and Distribution Method:

Working with the NSP, an educational mailing was prepared and distributed to all residential and business addresses in participating communities totaling 112,889 mailing addresses in all. The mailing was an 11x6 postcard that highlighted general stormwater pollution prevention tips. The mail piece referenced key information on fertilizer, lawn maintenance, methods to reduce stormwater runoff, pet waste management, and septic system maintenance, and referred readers to additional information available at the NSP website and the stormwater hotline.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

An estimated 5,500 mailings were made to Medfield.

Message Date(s): June 2023

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: 9 Outreach to Septic System Owners**

Message Description and Distribution Method:

Working with the NSP, five social media posts directed at septic system owners in member communities were prepared. The campaign was designed to coordinate with the U.S. EPA's SepticSmart Week in the month of September and included EPA developed graphics. NepRWA's shared the campaign on Facebook, Twitter, and Instagram and tagged available municipal social media accounts for ease of sharing within each community. Below highlights the days posted, content, and reach. Please note that for Instagram posts a photo was used in lieu of a video, however the videos were linked in the description.

Targeted Audience: Septic System Owners

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reached 3,738 accounts via Facebook, 465 accounts on Instagram, 700 rack cards distributed to local real estate agents, and 35 letters written to new homeowners

Message Date(s): September 19 to 23, 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:

### **BMP: 10 “Problem Area” Outreach**

Message Description and Distribution Method:

Worked with the NSP to maintain a list of “problem areas” relying on the knowledge of Town officials as well as communications via the stormwater hotline. Address these “problem areas” with methods designed to correct stormwater pollution problems.

Targeted Audience: Residents, Businesses, Industry, Developers

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

There were no “problem areas” that were brought to the Town's attention.

Message Date(s): 2022/2023

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 Storm Drain Marking**

Message Description and Distribution Method:

In PY5, the Medfield DPW continued to maintain its storm drain markings that were previously installed through the NSP program. This program consists of providing volunteers with all materials and information they need to mark storm drains and draw public attention to their function. Aluminum medallions are attached to the curb or pavement adjacent to storm drains using construction adhesive. The medallions have one of 3 messages “No Dumping, Only Rain in the Drain,” “Drains to Neponset,” or “No Dumping, Drains to Ocean.” Volunteers are assigned areas that have been identified by NepRWA or Municipal Staff as high traffic and/or problem areas. Records of which catch basins have been marked are maintained in a GIS database.

Targeted Audience: Residents, Businesses, and Institutions

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Regularly distribute drain marking kits

Message Date(s): Ongoing throughout the 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:

### **BMP: 12 Regional Water Quality Forum**

Message Description and Distribution Method:

The Town of Medfield attended an NSP organized public presentation on data from the 2022 Volunteer Water Quality Monitoring Program (Public Participation BMP 2). The presentation covered the results from the 2022 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. Due to COVID protocols, the event was held in a hybrid model, both in person at the Canton Library and live via Zoom. Additionally, a recording of the presentation was posted to the NepRWA website and YouTube. Results from 2021 water quality season were also used to generate a Boston Harbor report card (with the Charles River Watershed Association, Mystic River Watershed Association, and EPA). River segments were graded on how well they met bacteria swimming and boating standards. An event was held July 15, 2022 with all 3 watershed associations, with remarks from US Senator Ed Markey, as well as EPA Region 1 Deputy Director of Water Thelma Murphey, MassDEP Commissioner Martin Suuberg, MWRA Exec. Director Fred Laskey, and Mashpee Wampanoag Tribal Member Hartman Deetz.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Town of Medfield representatives attended and residents still access the YouTube video

Message Date(s): Regional Forum: February 6, 2023

Report Card Event: July 15, 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:

**BMP: 13 Educational Outreach Evaluation****Message Description and Distribution Method:**

Working with the NSP, conducted a survey that was included in the general mailer (BMP 8) to over 112K residents to determine the extent of the public's knowledge regarding stormwater pollution prevention and the impact of the outreach campaigns thus far. The survey also served as an educational opportunity, as information on why a particular answer was correct was revealed after the user submitted their responses. The survey was also advertised via social media channels. The intent is to repeat this survey regularly and monitor results over time.

Targeted Audience: Residents, Businesses, Institutions

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Produce results to compare future surveys against. In the results, determine the number of respondents who recall seeing previous NSP outreach materials, and quantify the correct responses to basic stormwater pollution prevention questions. The survey had over 2000 respondents, with an estimated 250 from Medfield.

Message Date(s): June 2023

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: 14 Stormwater Education Presentations****Message Description and Distribution Method:**

Working with the NSP, to deliver several stormwater-related presentations to various groups of residents. At these events, residents received basic information on stormwater pollution and tips to prevent it around their own residences and places of business. At some presentations, residents were also educated on stormwater utility programs and how they can help to provide the funding needed for stormwater system management, upgrades, and enhancements.

Targeted Audience: Residents, Businesses, Developers and Industry

Responsible Department/Parties: DPW Operations

**Measurable Goal(s):**

Present pertinent stormwater-related information to gathered groups as the opportunity arises. These included:

1. Public stormwater presentation at joint meeting of Medfield Conservation Commission and Medfield

Board of Health, who each have some authority over stormwater management. September 29, 2022

2. Presentation re: climate-driven stormwater and other impacts for Medfield Board of Health.

February 7, 2023

3. Presentation re: climate-driven stormwater and other impacts for Medfield Conservation Commission.

February 14, 2023

4. Presentation re: climate-driven stormwater and other impacts for Medfield Sustainability Committee.

February 24, 2023

5. Presentation re: climate-driven stormwater and other impacts for Medfield Conservation Commission.

March 2, 2023

6. Presentation re: climate-driven stormwater and other impacts for Medfield Board of Selectmen.

March 21, 2023

Message Date(s): September 29, 2022 to March 21, 2023

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: 15 Developer/Construction Outreach**

Message Description and Distribution Method:

Working with the NSP, prepared and provided a construction-focused stormwater pollution prevention brochure for Building Departments and Conservation Commissions to distribute with permits involving earth work related activities, or display with online permit applications.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Provide construction-focused stormwater pollution prevention information to companies who engage in land-disturbing activities in Medfield. An outreach brochure was developed, and electronic copies were shared with Building and Conservation Departments throughout the year to permit applicants. A total of 65 participants registered for the live training series.

Message Date(s): Outreach distributed on Spring 2023

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: 16 Industrial Outreach**

Message Description and Distribution Method:

Working with the NSP, prepared and provided stormwater best management practice information to industrial facilities.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Provided industrial land use-focused stormwater pollution prevention information to all industrial properties in the Town of Medfield as determined by PeopleGIS.

Message Date(s): Outreach distributed Spring 2023

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:

[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**:

Working with the NSP, organized a public presentation on data from the 2022 Volunteer Water Quality Monitoring Program (Public Participation BMP 2). The presentation covered the results from the 2022 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. Due to COVID protocols, the event was held as a hybrid meeting on Zoom and at the Canton Library. The event was publicized across the entire NSP service area and drew attendees from numerous communities with questions about water issues. Additionally, a recording of the presentation was posted on YouTube: [https://www.youtube.com/watch?v=QXKnKj7h\\_Rc](https://www.youtube.com/watch?v=QXKnKj7h_Rc).

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**:

Working with the NSP, the residents of Medfield had two primary volunteer opportunities in PY5. These included:

Public Participation BMP 1: River Clean Up Days

Organized volunteer-based river cleanup events with sites throughout the watershed on September 17, 2022, and April 22, 2023. At the fall event, more than 200 volunteers worked at 14 locations to remove an estimated 230 bags of trash and debris as well as 500 pounds of metal debris from various waterways, parks, and wetlands. The spring event had 10 locations with approximately 350 volunteers to remove an estimated 260 bags of trash and nearly 8 tons of debris.

Public Participation BMP 2: Volunteer Water Quality Monitoring Program

Organized a volunteer-based water quality monitoring program with 41 sites located throughout the Neponset River Watershed. Approximately 60 volunteers are involved in the program and it is operated under the terms of a MassDEP-approved QAPP. The results are used to more meaningfully engage the public in the health of local waterways and the implementation of the MS4 program, to inform municipal IDDE efforts, to track overall progress in improving stream health and attaining designated uses throughout the watershed, and to provide local data that provides context for public outreach and education programs. Collected data is also used to calculate annual report card grades for water quality in the Neponset based on E. coli levels and swimming and boating criteria compliance rates. Participating municipalities also receive Town-specific annual reports regarding the waterways in their jurisdiction.

#### Public Participation BMP 3: Household Hazardous Waste Collection (HHWC) Day

In PY5, the Town took part in a regional HHWC Day that occurred on March 25, 2023. This year the event served over 200 cars.

#### Public Participation BMP 4: Earth Week 2023

In PY5, Earth Week events were held from April 14 – 22, 2023 at the Medfield High School.

## **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: 0

Number of SSOs removed: 0

### **MS4 System Mapping**

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

In PY5, the Town continued to maintain its People GIS platform that has been instrumental in tracking work orders, BMPs and nutrient load reduction.

### **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 above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available website:

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

Number of outfalls screened: 0

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

Percent of outfalls screened: 5.8

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

All outfalls have been inspected regularly. The number of outfalls screened is based on those that had flow during dry weather conditions. The same outfalls were sampled under wet conditions. All outfall screening data has been provided to Woodard Curran for their IDDE program.

### **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 publicly available website:

<https://www.town.medfield.net/1793/Storm-Water-Information>

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 96.4

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

[Redacted]

### **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 publicly available website:

[Redacted]

*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: 0

Total number of illicit discharges removed: 0

*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**:

In PY5, the Medfield Planning Board conducted a "Land Use Boards Meeting: Stormwater Training" on September 29, 2022.

The Town DPW also conducted annual training on its good housekeeping procedures and PeopleGIS asset management. The Training was conducted in March 2023.

### **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: 3

Number of inspections completed: 1

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

Date update was completed (due in year 3): April 2021

Website of ordinance or regulatory mechanism: <https://www.town.medfield.net/DocumentCenter/>

### As-built Drawings

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

Number of as-built drawings received: 2

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

Prior to PY3, as-built drawings were required by the local Conservation Commission. In PY3, the Town amended its Stormwater Management regulation to require the submittal of as-builts.

All projects subject to the Stormwater Management and Land Disturbance Ordinance are required to submit a Stormwater Management Plan, Erosion and Sediment Control Plan, and Operations & Maintenance Plan as part of their permit application. Upon project completion, a final report, including as-built construction plans, are required to be sent to the Department of Public Works to ensure Stormwater Management BMPs have been constructed in accordance with City standards and meet design and performance criteria.

### Street Design and Parking Lots Report

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

### Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

In 2022, the Town developed a Land Use Permitting Guide Book.

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### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

The Town of Medfield has been working with the NSP on a 604B Grant to identify ten (10) permittee-owned properties that could be modified or retrofitted with BMPs. Four (4) sites have been conceptually designed.

The sites that have been designed include (1) West Street and Bridge Street; (2) South Street and Wilson; (3) the Wheelock School and (4) the Medfield Highway Garage. The six other sites include the Medfield High School, Medfield Middle School, Metacomet Park, North Street/Harding Street, Medfield Wastewater Treatment Facility and the Memorial School.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

Scheduled for PY6 to achieve P-Load reduction, as outlined in the Phosphorous Control Plan posted on the Town's web site.

### **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:   cubic yards

*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:

The sump volume is tracked in the Town's GIS system (PeopleGIS) and the structure is scheduled for more frequent inspections and cleanings as needed.

The Town contracts with TRUAX1 to remove and dispose of all catch basin cleanings, street sweepings and dispose of within the guidance of State and EPA's reuse and disposal policy.

### **Street Sweeping**

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

Number of miles cleaned: 154

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: 2

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

Recommendations centered around good housekeeping measures.

### **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 publicly available 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. If any of the above year 5 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 6 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 6 below:

## Part V: Certification of Small MS4 Annual Report 2023

### 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:

Maurice Goulet

Title:

Director of Public Works

Signature:

Date:

09/28/23

*[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: [Stormwater.DEP@mass.gov](mailto:Stormwater.DEP@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](#)