

# **Stormwater Management Program (SWMP)**

**Templeton**

160 Patriots Road    MA    01438

EPA NPDES Permit Number MAR04125

# Certification

**Authorized Representative (Optional):** All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization.

The authorization letter is:

- Attached to this document (document name listed below)

N/A

- Publicly available at the website below

N/A

"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 gathered and evaluated 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, 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."

Printed Name

Carter Terenzini

Signature

Carter Terenzini

Date

08/04/20

[Click Here for Revisions](#)

# Background

## Stormwater Regulation

The Stormwater Phase II Final Rule was promulgated in 1999 and was the next step after the 1987 Phase I Rule in EPA's effort to preserve, protect, and improve the Nation's water resources from polluted stormwater runoff. The Phase II program expands the Phase I program by requiring additional operators of MS4s in urbanized areas and operators of small construction sites, through the use of NPDES permits, to implement programs and practices to control polluted stormwater runoff. Phase II is intended to further reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on the unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation. Under the Phase II rule all MS4s with stormwater discharges from Census designated Urbanized Area are required to seek NPDES permit coverage for those stormwater discharges.

## Permit Program Background

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 small MS4 permit) consistent with the Phase II rule. The 2003 small MS4 permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., Federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remained in effect until operators were authorized under the 2016 MS4 general permit, which became effective on July 1, 2018.

## Stormwater Management Program (SWMP)

The SWMP describes and details the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP accurately describes the permittees plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term. The main elements of the stormwater management program are (1) a public education program in order to affect public behavior causing stormwater pollution, (2) an opportunity for the public to participate and provide comments on the stormwater program (3) a program to effectively find and eliminate illicit discharges within the MS4 (4) a program to effectively control construction site stormwater discharges to the MS4 (5) a program to ensure that stormwater from development projects entering the MS4 is adequately controlled by the construction of stormwater controls, and (6) a good housekeeping program to ensure that stormwater pollution sources on municipal properties and from municipal operations are minimized.

## Town Specific MS4 Background (optional)

N/A

# Small MS4 Authorization

The NOI was submitted on

The NOI can be found at the following (document name or web address):

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Authorization to Discharge was granted on

The Authorization Letter can be found (document name or web address):

# Stormwater Management Program Team

## SWMP Team Coordinator

Name	Robert Szocik	Title	Department of Public Works Director
Department	Department of Public Works		
Phone Number	(978)-939-8666	Email	bszocik@templetonma.gov
Responsibilities	PP-3; ID-4; ID-5; PC-2; GH-4; GH-5; GH-6; GH-7; GH-8; GH-9; GH-10; GH-11		

## SWMP Team

Name	Richard Hanks	Title	Building Commissioner/Zoning Enforcement
Department	Building Department		
Phone Number	(978)-894-2770	Email	rhanks@templetonma.gov
Responsibilities	PE-5; PE-7; PE-9; CS-4		

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Name	Kirk Moschetti	Title	Chairman
Department	Planning Board		
Phone Number	(978)-894-2767	Email	kmoschetti@templetonma.gov
Responsibilities	PE-6; PE-8; PP-1; PP-2; ID-3; CS-1; CS-2; CS-3; PC-1; PC-4; PC-5; PC-6; GH-1; GH-2; GH-3		

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Name	Mark Moschetti	Title	Chairman
Department	Sewer Commission		
Phone Number	(978)-939-2563	Email	mmoschetti@templetonma.gov
Responsibilities	ID-2		

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Name  Title   
Department   
Phone Number  Email   
Responsibilities

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Responsibilities

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Name  Title   
Department   
Phone Number  Email

Responsibilities PE-2; PE-3; PE-4; PP-4

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Name

Adam Lamontagne

Title Assistant Town Administrator

Department

Assistant Town Administrator

Phone Number

(978)894-2755

Email [alamontagne@templetonma.gov](mailto:alamontagne@templetonma.gov)

Responsibilities

PE-1; PE-2; PE-3; PE-4; PE-5; PE-6; PE-7; PE-8; PE-9; ID-1; GH-10

Add SWMP Member

# Receiving Waters

The following table lists all receiving waters, impairments and number of outfalls discharging to each waterbody segment.

OR

The information can be found in the following document or at the following web address:

N/A

Waterbody segment that receives flow from the MS4	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/DO Saturation	Nitrogen	Oil & Grease/PAH	Phosphorus	Solids/ TSS/ Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
Depot Pond (MA35018)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aquatic Plants (Macrophytes)
Otter River (MA35-07)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Otter River (MA35-08)	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PCB in Fish Tissue
Trout Brook	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed pond west of Pheasant Lane and east of Brooks Road	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Beaman Pond crossing Ash Street and Winchendon Road	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Depot Pond crossing Bridge Street and Highland Avenue	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Lord Road Pond crossing Lord Road and Willow Street	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Otter River crossing Forest Street	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Otter River crossing Happy Hollow Road	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed tributary to Otter River crossing Highland Avenue and Old Winchendon Road	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed wetland complex to Otter River crossing Patriots Road and Sawyer Street	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	







# Eligibility: Endangered Species and Historic Properties

\*Reminder: The proper consultations and updates to the SWMP must be conducted for construction projects related to your permit compliance where Construction General Permit (CGP) coverage, which requires its own endangered species and history preservation determination, is NOT being obtained.

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## Attachments:

- The results of Appendix C U.S. Fish and Wildlife Service endangered species screening determination
- The results of the Appendix D historic property screening investigations
- If applicable, any documents from the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other Tribal representative to mitigate effects

These attachments are required within one year of the permit effective date and are:

- Attached to this document (document names listed below)

IPAC Resource List

- Publicly available at the website listed below

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Under what criterion did permittee determine eligibility for ESA?

- Criterion A     Criterion B     Criterion C

Under what criterion did permittee determine eligibility for Historic Properties?

- Criterion A     Criterion B     Criterion C

Below add any additional measures for structural controls that you're required to do through consultation with U.S. Fish and Wildlife Service (if applicable):

N/A

Below add any additional measures taken to avoid or minimize adverse impacts on places listed, or eligible for listing, on the NRHP, including any conditions imposed by the SHPO or THPO (if applicable):

N/A

# MCM 1

## Public Education and Outreach

### Permit Part 2.3.2

**Objective:** The permittee shall implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area. The ultimate objective of a public education program is to increase knowledge and change behavior of the public so that the pollutants in stormwater are reduced.

**Examples and Templates:**

[EPA's Stormwater Education Toolbox](#)

[MassDEP's Stormwater Outreach Materials](#)

Other templates relevant to MCM 1 can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#peo>

**BMP: Flyer Distribution**

**BMP Number (Optional)** PE-1

**Document Name and/or Web Address:** Think Blue Residents Pet Waste Flyer

**Description:**

A flyer describing the negative effects of pet waste on water quality will be distributed annually with each dog license issuance/renewal.

**Targeted Audience:** Residents

**Responsible Department/Parties:** Town Clerk

**Measurable Goal(s):**

Number of flyers distributed, measured as number of licenses issued and renewed.

**Message Date(s):** Annually with license renewals in the spring

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**BMP:PE-2**

**BMP Number (Optional)** PE-2

**Document Name and/or Web Address:** EPA Septic Homeowner Brochure

**Description:**

A brochure about how to properly maintain a septic system will be mailed to residents in catchments that discharge to waterbodies that are impaired for bacteria. The brochure includes information about inspecting and pumping a septic system, items that should not be flushed and signs of a failing septic system.

**Targeted Audience:** Residents

**Responsible Department/Parties:** Board of Health

**Measurable Goal(s):**

Number of flyers distributed

**Message Date(s):** Annually in the fall

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**BMP: Post to Town website/Shared Social Media Post**

**BMP Number (Optional)** PE-3

**Document Name and/or Web Address:** Think Blue Landscaping Infographic

**Description:**

A flyer describing lawn and garden tips to reduce stormwater pollution will be posted on the Town website. The link to the flyer will be shared on social media twice a year (once in the spring and once in the fall). This flyer discusses proper disposal of yard waste (grass clippings and leaf litter) and fertilizer use.

**Targeted Audience:** Residents and Businesses/Institutions/Commercial Facilities

**Responsible Department/Parties:** Board of Health

**Measurable Goal(s):**

Number of post views, shares and likes

**Message Date(s):** Twice a year (once in the spring and once in the fall)

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**BMP: Shared Social Media Post**

**BMP Number (Optional)** PE-4

**Document Name and/or Web Address:** Think Blue Residents Pet Waste Social Media Post

**Description:**

A social media post will be shared on the Town's Facebook page annually in the summer. The social media post reminds residents to pick up dog waste to keep water clean and provides a link to the Think Blue Massachusetts website.

**Targeted Audience:** Residents

**Responsible Department/Parties:** Board of Health

**Measurable Goal(s):**

Number of post views, shares and likes.

**Message Date(s):** Annually in the summer

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**BMP: Flyer Distribution**

**BMP Number (Optional)** PE-5

**Document Name and/or Web Address:** Think Blue Parking Lot Infographic

**Description:**

A flyer describing ways that businesses can reduce stormwater pollution will be mailed to business owners.

Tips include frequently sweeping parking lots, keeping trash barrels covered, and maintaining stormwater structures.

**Targeted Audience:** Businesses, institutions and commercial facilities

**Responsible Department/Parties:** Building Department

**Measurable Goal(s):**

Number of flyers distributed

**Message Date(s):** Annually in the spring

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**BMP: Flyer Distribution**

**BMP Number (Optional)** PE-6

**Document Name and/or Web Address:** Think Blue Developers Sediment Control Flyer

**Description:**

A flyer describing the importance of sediment and erosion controls for construction sites will be distributed with every approved construction permit.

**Targeted Audience:** Developers (construction)

**Responsible Department/Parties:** Planning Board

**Measurable Goal(s):**

Number of flyers distributed, measured as number of permits issued.

**Message Date(s):** Rolling throughout the year

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**BMP: Press release posted to Town website**

**BMP Number (Optional)** PE-7

**Document Name and/or Web Address:** Think Blue Developers Sediment Control Press Release

**Description:**

A press release about the importance of erosion control on construction sites to prevent stormwater pollution will be posted on the Town's website.

**Targeted Audience:** Developers (construction)

**Responsible Department/Parties:** Building Department

**Measurable Goal(s):**

Number of views measured as number of unique page visits

**Message Date(s):** Annually in the fall

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**BMP: Flyer Distribution**

**BMP Number (Optional)** PE-8

**Document Name and/or Web Address:** Think Blue Materials Handling Flyer

**Description:**

A flyer describing ways that industrial site owners can reduce stormwater pollution will be distributed to every industrial facility with a NPDES permit. Tips include how to properly store and dispose of hazardous materials and how to minimize leaks and spills.

**Targeted Audience:** Industrial facilities

**Responsible Department/Parties:** Planning Board

**Measurable Goal(s):**

Number of flyers distributed

**Message Date(s):** Annually in the fall

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**BMP: Press release posted to Town website**

**BMP Number (Optional)** PE-9

**Document Name and/or Web Address:** Think Blue Fleet Maintenance Press Release

**Description:**

A press release about the importance of maintaining vehicles and equipment on industrial sites to prevent stormwater pollution from oil, gasoline and grease will be posted on the Town website.

**Targeted Audience:** Industrial Facilities

**Responsible Department/Parties:** Building Department

**Measurable Goal(s):**

Number of views measured as number of unique page visits



**Message Date(s):** Annually in the spring

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Add BMP

**MCM 2**  
**Public Involvement and Participation**  
Permit Part 2.3.3

**Objective:** The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

**BMP: Public Review of Stormwater Management Program**

**BMP Number (Optional)** PP-1

**Location of Plan and/or Web Address:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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**BMP: Public Participation in Stormwater Management Program Development**

**BMP Number (Optional)** PP-2

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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**BMP: Clean up at Gilman Waite Park**

**BMP Number (Optional)** PP-3

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

**BMP: Drug Take-back Program**

**BMP Number (Optional)** PP-4

**Document Name and/or Web Address:**

**Description:**

The Town holds a drug take-back event annually where residents can properly dispose of unused or expired medications.

**Responsible Department/Parties:**

**Measurable Goal(s):**

Event is held annually.

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# **MCM 3**

## **Illicit Discharge Detection and Elimination (IDDE) Program**

### **Permit Part 2.3.4**

**Objective:** The permittee shall implement an IDDE program to systematically find and eliminate illicit sources of non-stormwater discharges to its municipal separate storm sewer system and implement procedures to prevent such discharges.

**Examples and Templates:**

[IDDE Program Template and SOPs](#)

Other templates relevant to IDDE can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#idde>

**BMP: IDDE Legal Authority**

BMP Number (Optional) ID-1 \_\_\_\_\_

Completed (by May 1, 2008)

Ordinances Link or Reference:

Department Responsible for Enforcement:

**BMP: Sanitary Sewer Overflow (SSO) Inventory**

BMP Number (Optional) ID-2 \_\_\_\_\_

Completed (by year 1)

Document Name and/or Web Address:

**Description:**

Responsible Department/Parties:

**Measurable Goal(s):**

**SSO Reporting:**

In the event of an overflow or bypass, a notification must be reported within 24 hours by phone to MassDEP, EPA, and other relevant parties. Follow up the verbal notification with a written report following MassDEP's Sanitary Sewer Overflow (SSO)/Bypass notification form within 5 calendar days of the time you become aware of the overflow, bypass, or backup.

<p>The MassDEP contacts are:</p> <ul style="list-style-type: none"><li>Northeast Region (978) 694-3215 205B Lowell Street Wilmington, MA 01887</li><li>Central Region (508) 792-7650 8 New Bond Street Worcester, MA 01606</li><li>Southeast Region (508) 946-2750 20 Riverside Drive Lakeville, MA 02347</li><li>Western Region (413) 784-1100 436 Dwight Street Springfield, MA 01103</li><li>24-hour Emergency Line 1-888-304-1133</li></ul>	<p>The EPA contacts are:</p> <ul style="list-style-type: none"><li>EPA New England (617) 918-1510 5 Post Office Square Boston, MA 02109</li></ul>
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**BMP: Map of Storm Sewer System**

**BMP Number (Optional)** ID-3

**Phase I Completed**   
(by year 2)

**Phase II Completed**   
(by year 10)

**Document Location and/or Web Address:** <https://www3.epa.gov/region1/npdes/stormwater/ma/tms4noi/templeton.pdf>

**Description:**

The Town's storm sewer system map will be updated to meet Phase I and Phase II permit requirements.

**Responsible Department/Parties:** Planning Board

**Measurable Goal(s):**

Map 100% of outfalls and receiving waters, open channel conveyances, interconnections with other MS4s and other storm sewer systems, municipally-owned stormwater treatment structures, waterbodies identified by name and indication of all use impairments, and initial catchment delineations within 2 years of the permit's effective date. Map 100% of outfall spatial locations, pipes, manholes, catch basins, refined catchment delineations, municipal sanitary sewer system (if available), and municipal combined sewer system (if applicable) within 10 years of the permit's effective date.

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**BMP: IDDE Program**

**BMP Number (Optional)** ID-4

**Written Document Completed (by year 1)**

**Document Name and/or Web Address:** \_\_\_\_\_

**Description:**

Develop a written IDDE program. Conduct dry and wet weather and ongoing outfall screening in accordance with outfall screening procedures and permit conditions. Implement catchment investigations according to program and permit conditions. Outfalls that discharge to receiving waters that are impaired or have applicable TMDLS will be ranked as high priority in the initial outfall ranking.

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Conduct 100% of outfall screening on High and Low Priority Outfalls within 3 years of the permit's effective date. Complete catchment investigations for 100% of the Problem Outfalls within 7 years of the permit's effective date. Complete 100% of all catchment investigations within 10 years of the permit's effective date.

**The outfall/interconnection inventory and initial ranking and the dry weather outfall and interconnection screening and sampling results can be found:**

The outfall/interconnection inventory and initial ranking is included as an attachment to the Town's written IDDE plan.

**BMP: Employee Training**

**BMP Number (Optional)** ID-5

**Description:**

Train employees on IDDE implementation.

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Training occurs annually.

**BMP: [BMP name here]**

**BMP Number (Optional)** \_\_\_\_\_

**Completed**

**Document Name and/or Web Address:** \_\_\_\_\_

**Description:**

\_\_\_\_\_

**Responsible Department/Parties:** \_\_\_\_\_

**Measurable Goal(s):**

\_\_\_\_\_

Add BMP



# **MCM 4**

## **Construction Site Stormwater Runoff Control**

### **Permit Part 2.3.5**

**Objective:** The objective of an effective construction stormwater runoff control program is to minimize or eliminate erosion and maintain sediment on site so that it is not transported in stormwater and allowed to discharge to a water of the U.S. through the permittee's MS4.

**Examples and Templates:**

Examples and templates relevant to MCM 4, including model ordinances and site inspection templates, can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#csrc>

**BMP: Sediment and Erosion Control Ordinance**

**BMP Number (Optional)** CS-1

**Completed** (by May 1, 2008)

**Ordinances Link or Reference:**

**Department Responsible for Enforcement:**

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**BMP: Site Plan Review Procedures**

**BMP Number (Optional)** CS-2

**Written procedures completed** (by year 1)

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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**BMP: Site Inspections and Enforcement of Sediment and Erosion Control Measures Procedures**

**BMP Number (Optional)** CS-3

**Completed** (by year 1)

**Document Name and/or Web Address:**

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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**BMP: Waste Control Procedures**

**BMP Number (Optional)** CS-4

**Completed**

**Document Name and/or Web Address:** N/A

**Description:**

Adopt requirements to control waste including but not limited to discarded building materials, concrete truck was out, chemicals, litter and sanitary wastes.

**Responsible Department/Parties:** Building Department

**Measurable Goal(s):**

Complete written procedures within 2 years of the effective date of the permit

**BMP: Erosion and Sediment Control Program**

**BMP Number (Optional)** CS-5

**Completed**

**Document Name and/or Web Address:** N/A

**Description:**

Adopt requirements for construction operators to implement a sediment and erosion control program.

**Responsible Department/Parties:** Conservation Committee

**Measurable Goal(s):**

Complete within 2 years of the effective date of the permit

Add BMP

# **MCM 5**

## **Post Construction Stormwater Management in New Development and Redevelopment**

### **Permit Part 2.3.6**

**Objective:** The objective of an effective post construction stormwater management program is to reduce the discharge of pollutants found in stormwater to the MS4 through the retention or treatment of stormwater after construction on new or redeveloped sites and to ensure proper maintenance of installed stormwater controls.

**Examples and Templates:**

Examples and templates relevant to MCM 5, including model ordinances and bylaw review templates and guidance can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#pcsm>

**BMP: Post-Construction Ordinance**

BMP Number (Optional) PC-1

Completed (by year 2)

Town Ordinances Link or Reference: <https://ecode360.com/32839300>

Department Responsible for Enforcement: Planning Board

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**BMP: Street Design and Parking Lot Guidelines Report**

BMP Number (Optional) PC-2

Completed (by year 4)

Document Name and/or Web Address: N/A

**Description:**

Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.

Responsible Department/Parties: Department of Public Works

**Measurable Goal(s):**

Complete 4 years after the effective date of the permit and implement recommendations of report.

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**BMP: Green Infrastructure Report**

BMP Number (Optional) PC-3

Completed (by year 4)

Document Name and/or Web Address: N/A

**Description:**

Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

Responsible Department/Parties: Conservation Committee

**Measurable Goal(s):**

Complete 4 years after the effective date of the permit and implement recommendations of report.

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**BMP: List of Municipal Retrofit Opportunities**

BMP Number (Optional) PC-4

Completed (by year 4)

Document Name and/or Web Address: N/A

**Description:**

Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually.

Responsible Department/Parties: Planning Department

**Measurable Goal(s):**

Complete 4 years after the effective date of the permit and report annually on retrofitted properties.

**BMP: As-built plans for on-site stormwater control**

BMP Number (Optional) PC-5

Completed

Document Name and/or Web Address: <https://ecode360.com/32839300>

**Description:**

Create written requirements for the submission of as-built plans for on-site stormwater control.

Responsible Department/Parties: Planning Department

**Measurable Goal(s):**

Require submission of as-built plans for completed projects.

**BMP: Update Regulatory Mechanism to Meet Retention or Treatment Standards and other permit requi**

BMP Number (Optional) PC-6

Completed

Document Name and/or Web Address: N/A

**Description:**

Amend or modify the Stormwater Management Bylaw to meet permit requirements regarding retention and treatment requirements of the Massachusetts Stormwater Handbook and other applicable permit requirements.

Responsible Department/Parties: Planning Department

**Measurable Goal(s):**

Complete updates 2 years after the effective date of the permit.

\_\_\_\_\_

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**BMP:**

**BMP Number (Optional)** \_\_\_\_\_

**Completed**

**Document Name and/or Web Address:**

\_\_\_\_\_

**Description:**

\_\_\_\_\_

**Responsible Department/Parties:**

\_\_\_\_\_

**Measurable Goal(s):**

\_\_\_\_\_

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**Add BMP**

# **MCM 6**

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

### **Permit Part 2.3.7**

**Objective:** The permittee shall implement an operations and maintenance program for permittee-owned operations that has a goal of preventing or reducing pollutant runoff and protecting water quality from all permittee-owned operations.

**Examples and Templates:**

Examples and templates relevant to MCM 6, including SOP templates for catch basin cleaning, street sweeping, vehicle maintenance, parks and open space management, winter deicing, and Stormwater Pollution Prevention Plans can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#gh>



## PERMITTEE OWNED FACILITIES

### BMP: Parks and Open Spaces Operations and Maintenance Procedures

BMP Number (Optional) GH-1

Written Document Completed (by year 2)

Document Name and/or Web Address: N/A

**Description:**

Create written O&M procedures including all requirements contained in section 2.3.7.a.ii for parks and open spaces. Include requirements for the use of slow release fertilizers on properties currently using fertilizer and reduction/management of fertilizer use according to permit section 2.3.7.1. Include procedures for proper management of grass clippings and leaf litter on permittee-owned property, including prohibiting blowing organic waste onto adjacent impervious surfaces.

Responsible Department/Parties: Planning Board

**Measurable Goal(s):**

Implement the SOP listed above on 100% of the parks and open spaces.

**Properties List (Optional):**

N/A

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### BMP: Buildings and Facilities Operations and Maintenance Procedures

BMP Number (Optional) GH-2

Written Document Completed (by year 2)

Document Name and/or Web Address: N/A

**Description:**

Complete written O&M procedures including all requirements contained in section 2.3.7.a.ii for buildings and facilities.

Responsible Department/Parties: Planning Board

**Measurable Goal(s):**

Implement the SOP listed above on 100% of buildings and facilities.

**Properties List (Optional):**

N/A

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### BMP: Vehicles and Equipment Operations and Maintenance Procedures

BMP Number (Optional) GH-3

Written Document Completed (by year 2)

Document Name and/or Web Address: N/A

**Description:**

Complete written O&M procedures including all requirements contained in section 2.3.7.a.ii for vehicles and equipment

Responsible Department/Parties: Planning Board

**Measurable Goal(s):**

Implement the SOP listed above for 100% of vehicles and equipment according to the above document.

**Properties List (Optional):**

N/A

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## INFRASTRUCTURE

### BMP: Infrastructure Operations and Maintenance Procedures

BMP Number (Optional) GH-4

Written Procedure Completed (by year 2)

Document Name and/or Web Address: N/A

**Description:**

Establish and implement program for maintenance, repair and rehabilitation of MS4 infrastructure.

Responsible Department/Parties: Department of Public Works

**Measurable Goal(s):**

100% of infrastructure is maintained to ensure proper function in accordance with the procedures above.

---

### BMP: Catch Basin Cleaning Program

BMP Number (Optional) GH-5

Written Procedure Completed (by year 1)

Document Name and/or Web Address: N/A

**Description:**

Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins according to that schedule.

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

All catch basins are cleaned in accordance to the document above such that no catch basin is more than 50% full at any given time. Clean catch basins on established schedule and report number of catch basins cleaned and volume of material removed annually.

---

**BMP: Street Sweeping Program**

**BMP Number (Optional)** GH-6

**Written Procedure Completed (by year 1)**

**Document Name and/or Web Address:** N/A

**Description:**

Sweep all streets and permittee-owned parking lots in accordance with permit requirements. Establish written procedures for street sweeping. Targeted areas (including areas subject to TMDL/impairment requirements) will be swept twice a year in accordance with permit requirements in section 2.3.7.a.iii.(c).

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Annually sweep 100% of all streets and 50% of all municipal parking lots in accordance with the schedule listed above.

---

**BMP: Winter Road Maintenance Program**

**BMP Number (Optional)** GH-7

**Written Procedure Completed (by year 1)**

**Document Name and/or Web Address:** N/A

**Description:**

Establish and implement a program to minimize the use of road salt.

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Evaluate at least one salt/chloride alternative for use in the municipality. Implement salt use optimization during deicing season.

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**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

**BMP Number (Optional)** GH-8

**Completed (by year 1)**

**Document Name and/or Web Address:** N/A

**Description:**

Establish and implement inspection and maintenance procedures and frequencies for stormwater treatment structures.

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Inspect and maintain 100% of treatment structures to ensure proper function.

---

**BMP: SWPPP**

**BMP Number (Optional)** GH-9

**Completed (by year 2)**

**Document Name and/or Web Address:** N/A

**Description:**

Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities

**Responsible Department/Parties:** Department of Public Works

**Measurable Goal(s):**

Develop and implement SWPPPs for 100% of facilities.

---

**BMP: Create inventory of permittee-owned properties**

**BMP Number (Optional)** GH-10

**Completed**

**Document Name and/or Web Address:** N/A

**Description:**

Create an inventory of all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment.

**Responsible Department/Parties:** Town Administrator/Town Assessor/Department of Public Works

**Measurable Goal(s):**

Complete 2 years after the effective date of the permit and update annually.

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**BMP: Create Structural BMP Tracking**

**BMP Number (Optional)** GH-11

**Completed**

**Document Name and/or Web Address:**

**Description:**

Create a tracking sheet for all structural BMPs listed in Table 3 of Attachment 1 to Appendix H that are already existing or installed in the regulated area by the permittee or its agents. Estimate the nitrogen removal by each BMP consistent with Attachment 1 to Appendix H. Include the BMP type, total area treated by the BMP, the design storage volume, and the estimated nitrogen removed in mass per year by the BMP in the tracking.

**Responsible Department/Parties:**

**Measurable Goal(s):**

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# Annual Evaluation

## Year 1 Annual Report

Document Name and/or Web Address:

## Year 2 Annual Report

Document Name and/or Web Address:

## Year 3 Annual Report

Document Name and/or Web Address:

## Year 4 Annual Report

Document Name and/or Web Address:

## Year 5 Annual Report

Document Name and/or Web Address:

## Year X Annual Report

Document Name and/or Web Address:

Add a Year

# TMDLs and Water Quality Limited Waters

Select the applicable Impairment(s) and/or TMDL(s).

## **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 and Pathogen     Metals     Nitrogen     Phosphorus

# Nitrogen

## Combination of Impaired Waters Requirements and TMDL Requirements as Applicable

Applicable Receiving Waterbody(ies)	TMDL Name (if applicable)	Add/Delete Row
Depot Pond (MA35018)	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Otter River (MA35-07)	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Otter River (MA35-08)	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Trout Brook	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed pond west of Pheasant Lane and east of Brooks Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Beaman Pond crossing Ash Street and Winchendon Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Depot Pond crossing Bridge Street and Highland Avenue	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Lord Road Pond crossing Lord Road and Willow Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Otter River crossing Forest Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Otter River crossing Happy Hollow Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Otter River crossing Highland Avenue and Old Winchendon Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed wetland complex to Otter River crossing Patriots Road and Sawyer Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Otter River north of Michael Lane, Crossing Elm Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Ridgley Pond crossing Lord Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Trout Brook crossing Baldwinville Road north of intersection with West Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Trout Brook crossing Baldwinville Road south of Mountain View Street	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed tributary to Trout Brook west of intersection of Baldwinville Road and Brooks Road	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -
Unnamed wetland between Winchester Street and Dooley Drive	Long Island Sound Nitrogen TMDL	<input type="checkbox"/> + <input type="checkbox"/> -

### Annual Requirements Beginning Year 1

#### *Public Education and Outreach*

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

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 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 fertilizers



The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

PE-3

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Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

PE-4

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Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

PE-3

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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Establish requirements for the use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in part 2.3.7.1

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

This will be incorporated into GH-1.

---

Establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

This will be incorporated into GH-1

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)

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

This will be incorporated into GH-6.

*Nitrogen Reduction Tracking BMP*

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 nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. .

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 is found in the following document or website and is updated yearly at a minimum:

GH-11

Requirements Due by Year 2

*Stormwater Management in New Development and Redevelopment*

The requirement for adoption/amendment of the permittee's ordinance or other regulatory mechanism shall include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

This will be incorporated into the review of PC-1.

Requirements Due by Year 4

Complete a Nitrogen Source Identification Report

The document name (if attached) and/or web address is/are:

Not yet completed, expected to be completed by Year 4.

*Stormwater Management in New Development and Redevelopment*

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Retrofit inventory and priority ranking under 2.3.6.1.b. shall include consideration of BMPs to reduce nitrogen discharges

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

This will be incorporated into PC-4.

Requirements Due by Year 5

*Potential Structural BMPs*

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Evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under Permit part 2.3.6.d.ii or identified in the Nitrogen Source Identification Report that are within the drainage area of the impaired water or its tributaries

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Not yet completed, expected to be completed by Year 5.

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Complete a listing of planned structural BMPs and a plan and schedule for implementation

The relevant BMP number(s) listed above in the Stormwater Management Program OR the description of implementation actions and document location(s) are:

Not yet completed, expected to be completed by Year 5.

# Lake and Pond Phosphorus TMDL

Begin Phase 1 of the Lake Phosphorus Control Plan during year 1 and complete by year 5.

Applicable Receiving Waterbody(ies)	PCP Complete	Document Location	Add/Delete Row
Depot Pond (MA35018)	<input type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>