

# **Stormwater Management Program (SWMP)**

**Georgetown**

**1 Library Street      MA      01833**

**EPA NPDES Permit Number MAR041191**

# 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)

☐ Publicly available at the website below

“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

Signature

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Date

[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

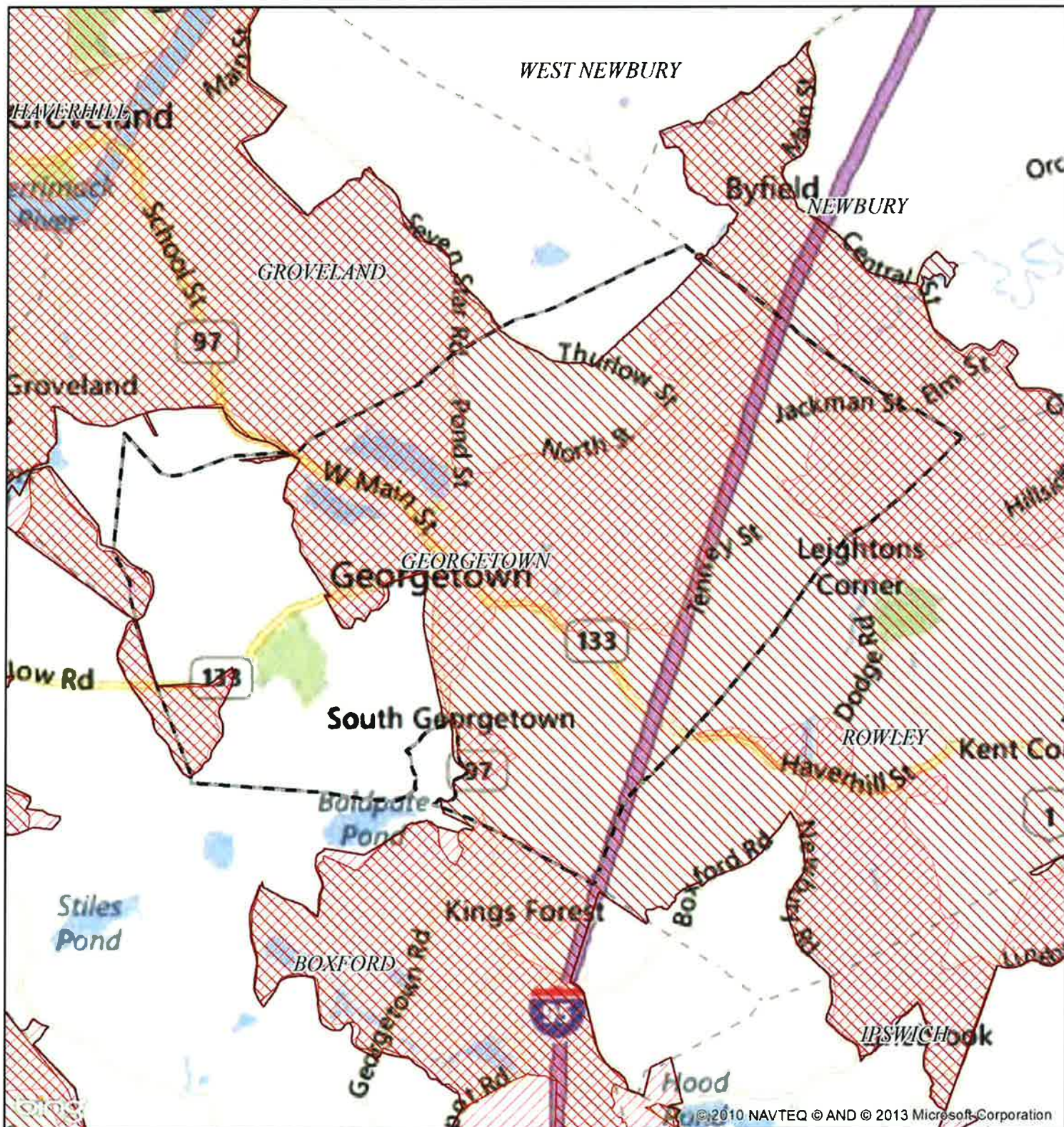
On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 small MS4 permit) consistent with the Phase II rule. The 2003 small MS4 permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., Federal 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.

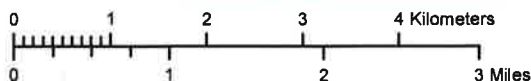
## Town Specific MS4 Background (optional)





NPDES Phase II Stormwater Program  
Automatically Designated MS4 Areas  
**Georgetown MA**

Regulated Area:



Town Population: **8166**  
Regulated Population: **7395**  
(Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:  
US Census (2000, 2010)  
Base map © 2013 Microsoft Corporation  
and its data suppliers

US EPA Region 1 GIS Center Map #8824, 8/9/2013



# 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):



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 1  
5 POST OFFICE SQUARE, SUITE 100  
BOSTON, MA 02109-3912

**VIA EMAIL**

July 30, 2019

Michael Farrell  
Town Administrator

And;

John Cashell  
Town Planner  
1 Library Street  
Planning Office  
Georgetown, MA. 01833  
jcashell@georgetownma.gov

Re: National Pollutant Discharge Elimination System Permit ID #: MAR041191, Town of  
Georgetown

Dear John Cashell:

The 2016 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (MS4 General Permit) is a jointly issued EPA-MassDEP permit. Your Notice of Intent (NOI) for coverage under this MS4 General Permit has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA and MassDEP to discharge stormwater from your MS4 in accordance with the applicable terms and conditions of the MS4 General Permit, including all relevant and applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2022**.

For those permittees that certified Endangered Species Act eligibility under Criterion C in their NOI, this authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

As a reminder, your first annual report is due by **September 30, 2019** for the reporting period from May 1, 2018 through June 30, 2019.

Information about the permit and available resources can be found on our website:  
<https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>. Should you have any questions regarding this permit please contact Newton Tedder at [tedder.newton@epa.gov](mailto:tedder.newton@epa.gov) or (617) 918-1038.

Sincerely,

A handwritten signature in blue ink that reads "Thelma Murphy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Thelma Murphy, Chief  
Water Permits Branch  
Water Division  
United States Environmental Protection Agency, Region 1

and;

A handwritten signature in black ink that reads "Lealdon Langley". The signature is cursive and somewhat stylized, with a large initial "L".

Lealdon Langley, Director  
Wetlands and Wastewater Program  
Bureau of Water Resources  
Massachusetts Department of Environmental Protection

# Stormwater Management Program Team

## SWMP Team Coordinator

Name	John Cashell	Title	Town Planner
Department	Planning Department		
Phone Number	(978) 352-5713	Email	jcashell@georgetownma.gov
Responsibilities			

## SWMP Team

Name	Michael Farrell	Title	Town Administrator
Department	Highway Department		
Phone Number	(978) 352-5755	Email	mfarrell@georgetownma.gov
Responsibilities			

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Name	Peter Durkee	Title	Highway Surveyor & Tree Warden
Department	Highway Department		
Phone Number	(978) 352-5704	Email	pdurkee@georgetownma.gov
Responsibilities			

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Name	William Holt	Title	Health Agent
Department	Health		
Phone Number	(978) 352-5720	Email	wholt@georgetownma.gov
Responsibilities			



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Name	Steve Przyjemski	Title	Conservation Commission Agent
Department	Conservation Commission		
Phone Number	978-352-5712	Email	sprzyjemski@georgetownma.gov
Responsibilities			

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:

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[illegible]



# 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)

\*Need copies of Appendix C&D authorizations

- ☐ 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):

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):



# **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: Education and Outreach to Residents**

**BMP Number (Optional)** MCM1-1

**Document Name and/or Web Address:** Greenscapes North Shore Coalition MCM1: Public Education and Outreach - NOI Form (attached)

**Description:**

Using print materials (brochures, pamphlets, info sheets) provide education and outreach on stormwater management topics important to Georgetown including pet waste management, proper lawn maintenance, septic system maintenance and information about illicit discharges and dumping. Materials may be included with tax/utility bills, distributed with dog licenses or septic system permits. Extra materials will be made available at town hall offices.

**Targeted Audience:** Residents

**Responsible Department/Parties:** DPW, Greenscapes NorthShore

**Measurable Goal(s):**

Number of print materials distributed

**Message Date(s):** Two distributions spaced at least one year apart over 5 year period

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## **BMP: Education and Outreach to Businesses/Institutions and Commercial Facilities**

**BMP Number (Optional)** MCM1-2

**Document Name and/or Web Address:** Greenscapes North Shore Coalition MCM1: Public Education and Outreach - NOI Form (attached) and <https://www.georgetownma.gov/storm-water-management-committee/files/pollution-prevention-business-june-2021>

**Description:**

Using print materials (brochures, pamphlets, info sheets) provide education and outreach on stormwater management topics important to Georgetown including best practices for parking lot maintenance, landscape maintenance, waste management and deicing/snow management. Materials may be included with tax/utility bills.

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

**Responsible Department/Parties:** DPW, Greenscapes Northshore

**Measurable Goal(s):**

Number of print materials distributed

**Message Date(s):** Two distributions spaced at least one year apart over 5 year period

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### **BMP: Education and Outreach to Developers**

**BMP Number (Optional)** MCM1-3

**Document Name and/or Web Address:** Greenscapes North Shore Coalition MCM1: Public Education and Outreach - NOI Form (attached), EPA Website

**Description:**

Using print materials (brochures, pamphlets, info sheets) provide education and outreach on stormwater management topics important to Georgetown including proper erosion and sedimentation control, construction site management, permit requirements and use of Low Impact Development techniques. Materials can be distributed at pre-construction site visits and with building permits. Workshops may also be held to present this material.

**Targeted Audience:** Developers (construction)

**Responsible Department/Parties:** Permitting Departments, Highway Department, Greenscapes North Shore

**Measurable Goal(s):**

Number of materials distributed, number of workshop participants

**Message Date(s):** Two distributions/workshops spaced at least one year apart over a five year period

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### **BMP: Online Materials**

**BMP Number (Optional)** MCM1-4

**Document Name and/or Web Address:** <https://www.georgetownma.gov/storm-water-management-committee>, <https://greenscapes.org/>

**Description:**

Community can access stormwater resource information on town and Greenscapes websites

**Targeted Audience:** Residents, Businesses, Developers (construction)

**Responsible Department/Parties:** Highway Department, Greenscapes North Shore

**Measurable Goal(s):**

Number of views measured as unique page visits

**Message Date(s):** Ongoing

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### **BMP: School Program**

**BMP Number (Optional)** MCM1-5

**Document Name and/or Web Address:** Keeping Water Clean School Program

**Description:**

Incorporate stormwater pollution prevention education into school curricula. Greenscapes to conduct one day workshop annually to 5th grade school pupil audience

**Targeted Audience:** Residents

**Responsible Department/Parties:** Schools, Greenscapes North Shore

**Measurable Goal(s):**

Number of students, teachers and volunteers involved

**Message Date(s):** Annual

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### **BMP: Septic System Maintenance Brochure**

**BMP Number (Optional)** MCM1-6

**Document Name and/or Web Address:** [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown\\_septic\\_system\\_bulletin.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown_septic_system_bulletin.pdf)

**Description:**

Septic System maintenance brochure

**Targeted Audience:** Residents

**Responsible Department/Parties:** Health Department

**Measurable Goal(s):**

Number of brochures distributed or viewed

**Message Date(s):** Yearly/Ongoing

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### **BMP: Industrial Brochure**



**BMP Number (Optional)** MCM1-7

**Document Name and/or Web Address:** <https://www.georgetownma.gov/storm-water-management-committee/files/stormwater-pollution-prevention-industrial-sites-june-2021>

**Description:**

Brochure describing proper "greenscaping" practices on an industrial level. Content will be targeted to property managers and will include sand/salt storage and landscape management. Proper material management, spill response and LID practices also reviewed.

**Targeted Audience:** Industrial facilities

**Responsible Department/Parties:** Planning Board

**Measurable Goal(s):**

Brochure will be direct mailed to Georgetown industries. Industry list to be determined from assessor's database. Number of mailings to be reported.

**Message Date(s):** Two distributions spaced at least one year apart over a five year period

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**BMP: Stormwater Forums/Workshops**

**BMP Number (Optional)** MCM1-8

**Document Name and/or Web Address:** Greenscapes North Shore Coalition MCM1: Public Education and Outreach - NOI Form (attached)

**Description:**

Greenscapes will conduct workshops on stormwater BMPs for various audiences within Essex County that will be publicized on the Georgetown website and/or social media

**Targeted Audience:** Residents, Business/Commercial, Developers and Industrial

**Responsible Department/Parties:** Greenscapes North Shore

**Measurable Goal(s):**

Workshop locations and number of attendees

**Message Date(s):** Annual

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Add BMP

# GREENSCAPES NORTH SHORE COALITION

## MCM 1: Public Education and Outreach - NOI FORM

\* All literature and media will be available online at [www.greenscapes.org](http://www.greenscapes.org) and can be shared with member communities at any time.

\*\* Community can decide how to address Greenscapes' involvement. They may choose to list GS as an external contractor, or can list whomever in their town GS communicated with for each BMP, respectively.

BMP Media/ Category	BMP Description*	Targeted Audience	Responsible Parties/ Depts**	Measurable Goal	Implementation Year
Brochure/ Pamphlets	Brochure will consist of a 'how-to-guide' for residents on how rain gardens work and how to install them at their home.	Residents	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	2018 (Fall)
Brochure/ Pamphlets	An updated version of comprehensive literature, discussing the importance of "greenscaping", small-scale stormwater management practices, sewer/septic system maintenance and other ways to avoid illicit discharge.	Residents	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	2019 (Spring)
Workshop/ Info Sheet	Workshop and associated literature will cover LID options for reducing runoff and promoting on-site infiltration. Pricing, maintenance and ordinances will also be discussed.	Developers (Construction)	Greenscapes North Shore Coalition and Georgetown	- Number of attendees - Increase in LID use	2019 (Winter)
Displays/ Posters/ Kiosks	Informational poster will be placed in area with heavy dog/walker traffic. Poster will describe proper pet waste management and disposal.	Residents	Greenscapes North Shore Coalition	- Pilot surveys may be conducted before and after message posting	2019 (Spring)
Brochure/ Pamphlets	Pet Waste literature is available in two forms (one page info sheet or rack card) and can be redistributed as necessary.	Residents	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	2018
Social Media Post	Greenscapes will provide content for a social media "blast" on town Facebooks etc. Ex. Autumnal facebook post describing proper disposal of leaf collection, and springtime post about proper lawn/fertilizer maintenance.	Residents	Greenscapes North Shore Coalition and Georgetown	- Number of views/ likes/ comments - Resident testimonials before and after posting	2018
School Curriculae/ Programs	Penn Brook School will host Greenscapes "Keeping Water Clean" Program.	Residents	Greenscapes North Shore Coalition	- Number of students/ teachers/ volunteers in attendance - Subset of students evaluated before and after program	2018
Brochure/ Pamphlets	Brochure will include general info on LIDs that can assist in stormwater management and pollution prevention. Content will be targeted to "environmental contacts" at industrial facilities, or property managers where applicable.	Industrial Facilities	Greenscapes North Shore Coalition	- Number distributed - Phone call followup	FY2020
Workshop	Stormwater presentation will discuss specific BMPs for parking lots; how to reduce impervious surfaces, and maintain the space more sustainably.	Businesses/ Institutions and Commercial Facilities	Greenscapes North Shore Coalition and Georgetown	- Number of attendees - Number of presentations re-distributed to commercial representatives.	FY2020
Displays/ Posters/ Kiosks	An updated version of informational display, discussing the importance of "greenscaping", small-scale stormwater management practices, sewer/septic system maintenance and other ways to avoid illicit discharge.	Residents	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	FY2020
Brochure/ Pamphlets	Pet Waste literature is available in two forms (one page info sheet or rack card) and can be redistributed as necessary.	Residents	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	FY2020
Social Media Post	Greenscapes will provide content for a social media "blast" on town Facebooks etc. Ex. Autumnal facebook post describing proper disposal of leaf collection, and springtime post about proper lawn/fertilizer maintenance.	Residents	Greenscapes North Shore Coalition and Georgetown	- Number of views/ likes/ comments - Resident testimonials before and after posting	FY2020
School Curriculae/ Programs	Penn Brook School will host Greenscapes "Keeping Water Clean" Presentation.	Residents	Greenscapes North Shore Coalition	- Number of students/ teachers/ volunteers in attendance - Subset of students evaluated before and after program	FY2020

<b>Workshop</b>	Workshop and literature will go into greater detail, following the workshop regarding low impact development held in year one. City ordinances and associated incentives will be outlined.	<b>Developers (Construction)</b>	Greenscapes North Shore Coalition and Georgetown	- Number of attendees	<b>FY2021</b>
<b>Web Page</b>	Story Map will outline and describe different examples of existing low-impact-developments in the North Shore Community.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number of map views - Resident testimonials on LID awareness	<b>FY2021</b>
<b>Brochure/ Pamphlets</b>	Pet Waste literature is available in two forms (one page info sheet or rack card) and can be redistributed as necessary.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	<b>FY2021</b>
<b>Social Media Post</b>	Greenscapes will provide content for a social media "blast" on town Facebooks etc. Ex. Autumnal facebook post describing proper disposal of leaf collection, and springtime post about proper lawn/fertilizer maintenance.	<b>Residents</b>	Greenscapes North Shore Coalition and Georgetown	- Number of views/ likes/ comments - Resident testimonials before and after posting	<b>FY2021</b>
<b>School Curriculae/ Programs</b>	Penn Brook School will host Greenscapes "Keeping Water Clean" Program.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number of students/ teachers/ volunteers in attendance - Subset of students evaluated before and after program	<b>FY2021</b>
<b>Meeting/ Presentation</b>	Presentation will discuss proper "greenscaping" practices on a business/commercial level. Content will be targeted to property managers and will include sand/salt storage and landscape management.	<b>Businesses/ Institutions and Commercial Facilities</b>	Greenscapes North Shore Coalition and Georgetown	- Number of attendees	<b>FY2022</b>
<b>Meeting/ Presentation</b>	Presentation will discuss proper "greenscaping" practices on an industrial level. Content will be targeted to property managers and will include sand/salt storage and landscape management.	<b>Industrial Facilities</b>	Greenscapes North Shore Coalition and Georgetown	- Number of attendees	<b>FY2022</b>
<b>Brochure/ Pamphlets</b>	"What not to Flush" rack card will raise resident awareness of the damages of flushing things like wipes and grease in their toilets/sinks.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	<b>FY2022</b>
<b>Brochure/ Pamphlets</b>	Pet Waste literature is available in two forms (one page info sheet or rack card) and can be redistributed as necessary.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	<b>FY2022</b>
<b>Social Media Post</b>	Greenscapes will provide content for a social media "blast" on town Facebooks etc. Ex. Autumnal facebook post describing proper disposal of leaf collection, and springtime post about proper lawn/fertilizer maintenance.	<b>Residents</b>	Greenscapes North Shore Coalition and Georgetown	- Number of views/ likes/ comments - Resident testimonials before and after posting	<b>FY2022</b>
<b>School Curriculae/ Programs</b>	Penn Brook School will host Greenscapes "Keeping Water Clean" Program.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number of students/ teachers/ volunteers in attendance - Subset of students evaluated before and after program	<b>FY2022</b>
<b>Meeting/ Presentation</b>	Greenscapes NS will conduct a "Greenscapes 101" presentation for residents at <b>site of community's choosing</b> . Presentation will discuss the importance of clean and plentiful water.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number of attendees - Resident testimonials	<b>FY2023</b>
<b>Special Events/ Festivals/ Fairs</b>	Greenscapes representatives will attend a trade show expo, with the intent of sharing "Greenscaping" practices and the importance of LIDs with Landscapers and Developers.	<b>Developers (Construction)</b>	Greenscapes North Shore Coalition	- Number of materials distributed - Number of contacts made - Developer testimonials	<b>FY2023</b>
<b>Brochure/ Pamphlets</b>	Pet Waste literature is available in two forms (one page info sheet or rack card) and can be redistributed as necessary.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number distributed - Resident testimonials	<b>FY2023</b>
<b>Social Media Post</b>	Greenscapes will provide content for a social media "blast" on town Facebooks etc. Ex. Autumnal facebook post describing proper disposal of leaf collection, and springtime post about proper lawn/fertilizer maintenance.	<b>Residents</b>	Greenscapes North Shore Coalition and Georgetown	- Number of views/ likes/ comments - Resident testimonials before and after posting	<b>FY2023</b>
<b>School Curriculae/ Programs</b>	Georgetown will host Greenscapes "Keeping Water Clean" Program.	<b>Residents</b>	Greenscapes North Shore Coalition	- Number of students/ teachers/ volunteers in attendance - Subset of students evaluated before and after program	<b>FY2023</b>

## **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)** MCM2-1

**Location of Plan and/or Web Address:** <https://www.georgetownma.gov/storm-water-management-committee>

**Responsible Department/Parties:** Stormwater Management Committee

**Measurable Goal(s):**

Stormwater Management Plan is publicly available.

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

**BMP Number (Optional)** MCM2-2

**Description:**

Public meeting noticed to allow for community comment on SWMP. Boards and committees also invited to participate

**Responsible Department/Parties:** Stormwater Management Committee

**Measurable Goal(s):**

Annual public input provided.

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### **BMP: Household Hazardous Waste Management Day**

**BMP Number (Optional)** MCM2-3

**Document Name and/or Web Address:** [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown\\_hhw\\_bulletin.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown_hhw_bulletin.pdf)

**Description:**

One collection event held each year

**Responsible Department/Parties:** Health Department

**Measurable Goal(s):**

Number of people attending  
Amount of material collected

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**BMP: Annual Earth Day Cleanup**

**BMP Number (Optional)** MCM2-4

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

**Description:**

Annual Town-wide cleanup

**Responsible Department/Parties:**

**Measurable Goal(s):**

Number of people attending, amount of debris (# of trash bags) collected

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Add BMP

# **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)** \_\_\_\_\_

**Completed** (by May 1, 2008) ☐

**Ordinances Link or Reference:** Bylaw update under review by Planning Board

**Department Responsible for Enforcement:** Planning Board and Highway Department

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

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

**Completed** (by year 1) ☐

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

**Description:**

Georgetown does not have municipal sewer

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

**Measurable Goal(s):**

Annually track and report the following SSO information: the location; a clear statement of whether the discharge entered a surface water directly or entered the MS4; date(s) and time(s) of each known SSO occurrence; estimated volume(s) of the occurrence; description of the occurrence indicating known or suspected cause(s); mitigation and corrective measures completed with dates implemented; and mitigation and corrective measures planned with implementation schedules. Update inventory as needed.

**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> <p>Northeast Region (978) 694-3215 205B Lowell Street Wilmington, MA 01887 Central Region (508) 792-7650 8 New Bond Street Worcester, MA 01606 Southeast Region (508) 946-2750 20 Riverside Drive Lakeville, MA 02347 Western Region (413) 784-1100 436 Dwight Street Springfield, MA 01103 24-hour Emergency Line 1-888-304-1133</p>	<p>The EPA contacts are:</p> <p>EPA New England (617) 918-1510 5 Post Office Square Boston, MA 02109</p>
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**BMP: Map of Storm Sewer System**

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

**Phase I Completed** ☐  
(by year 2)

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

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

**Description:**

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

**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.

---

**BMP: IDDE Program**

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

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

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

**Description:**

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

**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:**

---

**BMP: Employee Training**

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

**Description:**

The Stormwater Committee will hold annual training for all Highway Department, Facilities and Parks and Cemeteries Staff on Illicit Discharge Detection and all Standard Operating Procedures (SOPs)

**Responsible Department/Parties:** Stormwater Management Committee

**Measurable Goal(s):**

Training occurs annually prior to June 30th.

---

**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)** MCM4-1

**Completed** (by May 1, 2008) ☒

**Ordinances Link or Reference:** <https://ecode360.com/6484618>

**Department Responsible for Enforcement:** Planning Board

---

**BMP: Site Plan Review Procedures**

**BMP Number (Optional)** MCM4-2

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

**Document Name and/or Web Address:** Construction Site Stormwater Runoff Control Program Procedures in Bylaw and Regulations: <https://ecode360.com/6484618>

**Description:**

Conduct Site Plan review of 100% of projects disturbing 1 acre or more according to the procedures outlined in the Georgetown Erosion and Stormwater Control Bylaw and associated Regulations.

**Responsible Department/Parties:** Planning Department and Planning Board

**Measurable Goal(s):**

Conduct site plan review of 100% of projects according to the procedures outlined above. Track projects reviewed annually. Plans currently under review: <https://www.georgetownma.gov/planning-board/pages/plans-presently-under-planning-board-review>

---

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

**BMP Number (Optional)** MCM4-3

**Completed** (by year 1) ☒

**Document Name and/or Web Address:** Chapter 57: Erosion and Stormwater Control: <https://ecode360.com/6484618>

**Description:**

Written procedures for site inspection (including sample inspection form attached) and enforcement in accordance with Section 2.3.5 of the Permit and as detailed in the Stormwater Bylaw and associated Regulations.

**Responsible Department/Parties:** Planning and Conservation Departments

**Measurable Goal(s):**

Inspect 100% of construction sites as outlined in the above document and take enforcement actions as needed. Document number of site reviews, inspections and enforcement actions during each permit year.

---

**BMP:**

**BMP Number (Optional)** MCM4-4

**Completed** ☒

**Document Name and/or Web Address:** <https://www.georgetownma.gov/storm-water-management-committee/files/stormwater-regulations-2021>

**Description:**

Stormwater Bylaw Regulations last update June 23, 2021

**Responsible Department/Parties:** Planning Board/Conservation

**Measurable Goal(s):**

---

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)** MCM5-1

**Completed** (by year 2) ☒

**Town Ordinances Link or Reference:** <https://www.georgetownma.gov/storm-water-management-committee/files/stormwater-regulations-2021>

**Department Responsible for Enforcement:** Planning Board/Conservation

---

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

**BMP Number (Optional)** MCM5-2

**Completed** (by year 4) ☐

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

**Description:**

**Responsible Department/Parties:** Planning

**Measurable Goal(s):**

Recommendations to be implemented by June 30, 2022 with progress reported annually.

---

**BMP: Green Infrastructure Report**

**BMP Number (Optional)** MCM5-3

**Completed** (by year 4) ☐

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

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

Recommendations to be implemented by June 30, 2022 with progress reported annually.

---

**BMP: List of Municipal Retrofit Opportunities**

**BMP Number (Optional)** MCM5-4

**Completed (by year 4)** ☐

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

**Description:**

The Merrimack Valley Stormwater Collaborative has an MassDEP Municipal Assistance Grant to help MV communities identify and map 5 BMP retrofit sites.

**Responsible Department/Parties:** Merrimack Valley Stormwater Collaborative, Planning and Highway

**Measurable Goal(s):**

The list is completed by June 30, 2021 and updated as needed.

---

**BMP:[BMP name here]**

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

**Completed** ☐

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

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

---

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) MCM6-1

Written Document Completed (by year 2) ☐

Document Name and/or Web Address: [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop19parksopenspace\\_georgetown\\_final.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop19parksopenspace_georgetown_final.pdf)

**Description:**

Standard Operating Procedure #19 includes an inventory of all municipal parks and open space and establish O&M procedures to address material storage, landscaping activities to protect water quality, pet waste handling, waterfowl management, trash management, and erosion/vegetative cover (esp. within 50 feet of surface water).

Responsible Department/Parties: Highway Department

**Measurable Goal(s):**

Implement the SOP listed above on 100% of the parks and open spaces within the MS4.

**Properties List (Optional):**

See attached inventory

---

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

BMP Number (Optional) MCM6-2

Written Document Completed (by year 2) ☐

Document Name and/or Web Address: [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop20buildingsfacilities\\_georgetown\\_final.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop20buildingsfacilities_georgetown_final.pdf)

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. Includes inventory of all buildings and facilities within the MS4.

Responsible Department/Parties: Highway Department, School Department

**Measurable Goal(s):**

Implement the SOP listed above on 100% of buildings and facilities within the MS4.

**Properties List (Optional):**

See attached Inventory

---

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

**BMP Number (Optional)** MCM6-2

**Written Document Completed (by year 2)** ☐

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

[https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop21vehiclesequip\\_georgetown\\_final\\_2.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop21vehiclesequip_georgetown_final_2.pdf) AND [https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown\\_cr4\\_vehicle\\_inventory\\_2021.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/georgetown_cr4_vehicle_inventory_2021.pdf)

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of leaks from vehicles and equipment. Includes inventory of all Georgetown vehicles and equipment.

**Responsible Department/Parties:** Municipal Departments per vehicle inventory

**Measurable Goal(s):**

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

**Properties List (Optional):**

See inventory in SOP #21.

---

## INFRASTRUCTURE

### **BMP: Infrastructure Operations and Maintenance Procedures**

**BMP Number (Optional)** MCM6-3

**Written Procedure Completed (by year 2)** ☐

**Document Name and/or Web Address:** <https://www.georgetownma.gov/planning-department>

**Description:**

This Standard Operating Procedure (SOP) provides general inspection and maintenance frequencies and procedures for eight common structural stormwater BMPs, including an inventory of BMPs for which the town is responsible for maintenance.

**Responsible Department/Parties:** Highway Department

**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)** MCM6-4

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

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

[https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop3catchbasins\\_georgetown\\_final.pdf](https://www.georgetownma.gov/sites/g/files/vyhlf616/f/uploads/sop3catchbasins_georgetown_final.pdf)

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on catch basin inspection and cleaning to reduce the discharge of pollutants from the MS4. This SOP can also be used for inspection of catch basins or manholes for the purpose of conducting catchment investigations as part of the municipality's Illicit Discharge Detection and Elimination program.

**Responsible Department/Parties:** Highway Department

**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.

---

**BMP: Street Sweeping Program**

**BMP Number (Optional)** MCM6-5

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

**Document Name and/or Web Address:** [https://www.georgetownma.gov/sites/g/files/vyhlif616/f/uploads/sop16streetsweeping\\_georgetown\\_final.pdf](https://www.georgetownma.gov/sites/g/files/vyhlif616/f/uploads/sop16streetsweeping_georgetown_final.pdf)

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on street and parking lot sweeping procedures and frequencies to reduce the discharge of pollutants to the storm drainage system and receiving waters. If sweeping services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

**Responsible Department/Parties:** Highway Department oversees the subcontracting of this work

**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)** MCM6-6

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

**Document Name and/or Web Address:** [https://www.georgetownma.gov/sites/g/files/vyhlif616/f/uploads/sop18winterroadmaintenance\\_georgetown.pdf](https://www.georgetownma.gov/sites/g/files/vyhlif616/f/uploads/sop18winterroadmaintenance_georgetown.pdf)

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on the use and storage of salt and sand, minimizing the use of salt, evaluating opportunities for use of alternative materials, and ensuring that snow disposal activities to not result in disposal of snow into surface waters.

**Responsible Department/Parties:** Highway Department



**Measurable Goal(s):**

Evaluate at least one salt/chloride alternative for use in the municipality.

---

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

**BMP Number (Optional)** MCM6-7

**Completed (by year 1)** ☐

**Document Name and/or Web Address:** <https://www.georgetownma.gov/highway-department>

**Description:**

The goal of this written Standard Operating Procedure (SOP) is to establish and implement inspection and maintenance frequencies (minimum of once per year) and procedures for all stormwater treatment structures such as water quality swales, retention/detention basins, infiltrations structures, proprietary treatment devices or other similar structures.

**Responsible Department/Parties:** Highway Department

**Measurable Goal(s):**

Inspect and maintain 100% of treatment structures at least once per year to ensure proper function.

---

**BMP: SWPPP**

**BMP Number (Optional)** MCM6-7

**Completed (by year 2)** ☐

**Document Name and/or Web Address:** <https://www.georgetownma.gov/highway-department>

**Description:**

See separate SWPPP for Georgetown Transfer Station and Highway Department

**Responsible Department/Parties:** Highway Department

**Measurable Goal(s):**

Develop and implement SWPPPs for 100% of facilities.

---

**BMP:**

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

**Completed** ☐

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

**Description:**

**Responsible Department/Parties:**

**Measurable Goal(s):**

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Add BMP

# Annual Evaluation

## Year 1 Annual Report

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

<https://www3.epa.gov/region1/npdes/stormwater/ma/reports/2019/georgetown-ma-ar19.pdf>

## Year 2 Annual Report

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

<https://www3.epa.gov/region1/npdes/stormwater/ma/reports/2020/georgetown-ma-ar20.pdf>

## 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

**Clear Impairments and TMDLs**