NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: Todd Korchin
Title: Director of Public Works
Telephone #: 781-326-8661
Email: tkorchin@townhall.westwood.ma.us

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, 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.

Signature:

Printed Name: Todd Korchin
Title: Director of Public Works
Date: April 30, 2014
Part II. Self-Assessment

In the past year, the Town of Westwood has continued to successfully implement the best management practices submitted with the Notice of Intent and established under General Permit No. MA041069/MA DEP.

Public education and participation has continued through the school system and community through mailings, information on websites, articles in the newsletter and newspaper, trash cleanups, and other mechanisms.

Water quality testing continues with participation with the Neponset River Watershed Authority and outfall screening, investigation and testing.

Although construction in Westwood is largely residential, all development projects continue to be reviewed and conditioned by the Conservation Commission to meet or exceed Massachusetts DEP Stormwater Management Standards. BMPs are installed and maintenance responsibilities clearly specified.

The first major sewer system Inflow and Infiltration (I&I) lining project has been completed. The DPW has received bids and has awarded the second major I&I project and expects to commence work in the spring of 2014. The total contract price was approximately $1.2 million.

Automated solid waste and recycling collection continues in its second year, with success. Westwood’s recycling program has experienced a boost due to the implementation of automated collection. The continuation of leaf and grass clipping pick ups, ten per year, eliminates these products from entering the solid waste stream.

The Town provides opportunity for residents to dispose of household hazardous waste once during the year at the DPW facility. The DPW contracts with a hazardous waste disposal service to collect and dispose of items that residents drop off during that day. This helps prevent illegal and detrimental disposal of oils, paints and chemicals into our environment and ultimately to our waterways.

The Town of Westwood has partnered with the Neponset River Watershed Association (NRWA) in 2 separate grant programs that are currently ongoing. One grant will allow the Town and NRWA to identify locations for and design low impact drainage BMP’s. The second grant provides funding for a review of the Town’s current planning and zoning requirements to assure that they do not restrict the Town’s ability to meet the high stormwater standards. In addition to the 2 ongoing grant programs, NRWA and Westwood, and other Towns jointly applied and was granted funds to create the Neponset Valley Regional Stormwater Collaborative. This grant was through MAPC’s Community Innovation Challenge Grants program.
The Town continues to work with Engineering Consultants to review all existing material as well as preparing for the new EPA permit upon release. We have been reviewing the NH Draft permit in order to begin implementing some of the anticipated required measures. The Town is planning to continue to implement the existing program during the upcoming year. However, upon adoption of the new General Permit, the Town’s staff and Stormwater Committee will be working to plan and implement a new stormwater program that will comply with all new regulations.
Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Develop brochure to be Distributed with sewer bills.</td>
<td>DPW/ T Korchin</td>
<td>Brochure 1/yr for 3 years</td>
<td>Year 10 – Brochure is posted online.</td>
<td>Continue program.</td>
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<tr>
<td>Revised</td>
<td>Brochures continue to be distributed.</td>
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<td>1.2</td>
<td>Newsletter Article</td>
<td>DPW/ T Korchin</td>
<td>Article 1/yr for 3 years</td>
<td>Year 10 – Helpful Education to Save Resources</td>
<td>Continue program.</td>
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<tr>
<td>Revised</td>
<td>Articles continue to be published</td>
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<tr>
<td>1.3</td>
<td>Establish storm water hotline.</td>
<td>DPW/ T Korchin</td>
<td>Storm water hotline 781-326-8661</td>
<td>Maintained on website.</td>
<td>Continue program.</td>
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<td>Revised</td>
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<td>1.4</td>
<td>Newspaper Article</td>
<td>DPW/ T Korchin</td>
<td>Article 1/yr</td>
<td>Article in local newspaper on new trash and recycling collection.</td>
<td>Publish article.</td>
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<td>Revised</td>
<td>Articles continue to be published</td>
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<td>1.5</td>
<td>Survey of public awareness</td>
<td>DPW/ T Korchin</td>
<td>Survey of Public Awareness</td>
<td>Survey completed.</td>
<td>Results will be used when writing program for new permit.</td>
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<td>Revised</td>
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1a. Additions

| 1.6 | Public Education             | DPW/School Department                   | Yearly program in school system as part of curriculum. | Students learn effects of polluting stormwater.                                           | Continue program, possibility to expand in classroom learning. |
2. Public Involvement and Participation

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</thead>
<tbody>
<tr>
<td>2.7</td>
<td>Signage for major tributaries</td>
<td>DPW/ T Korchin</td>
<td>Signs installed &amp; Maintained</td>
<td>Completed - Signs installed</td>
<td>Maintain signs as needed.</td>
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<td>Revised</td>
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<td>2.8</td>
<td>Storm water planning committee</td>
<td>DPW/ T Korchin</td>
<td>Storm water planning committee</td>
<td>New program will be established with new permit adoption.</td>
<td>Committee will review new permit, goals, and stormwater management plan.</td>
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<td>2.9</td>
<td>Volunteer water quality monitoring</td>
<td>DPW/ T Korchin</td>
<td>Monitoring results, identify cleanup if needed</td>
<td>Work done with NepRWA, sampling of brooks in Westwood. Keep Westwood Clean website lists areas in town to be cleaned and monitored.</td>
<td>Continue work with NepRWA</td>
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<td>2.11</td>
<td>Catch basin stencil program</td>
<td>DPW/ T Korchin</td>
<td>Catch basin Stenciling</td>
<td>All Catchbasins stenciled in the last few years utilizing Boy Scouts.</td>
<td>Continue program.</td>
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<td>Revised</td>
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<tr>
<td>2.13</td>
<td>Keep Westwood Clean Committee</td>
<td>Keep WW clean committee</td>
<td>Number of residents involved and sites cleaned up</td>
<td>“Town Cleanup” website continued by resident. <a href="http://www.keeppourtownclean.com/ma/westwood/westwood.php">http://www.keeppourtownclean.com/ma/westwood/westwood.php</a></td>
<td>Continue with program. Keep wetlands and streams clean.</td>
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<td>Revised</td>
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2a. Additions

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### 3. Illicit Discharge Detection and Elimination

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<tbody>
<tr>
<td>3.14</td>
<td>Map outfalls &amp; receiving waters</td>
<td>DPW/T Korchin</td>
<td>GPS/GIS mapping</td>
<td>100% complete. PDF atlases created with user friendly format.</td>
<td>Add new drainage as needed.</td>
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<td>Revised</td>
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<tr>
<td>3.15</td>
<td>Effective storm sewer bylaw</td>
<td>DPW/T Korchin</td>
<td>Storm Sewer Bylaw</td>
<td>Storm water Management, Discharges to the Municipal Drain System was added to the town's General Bylaw.</td>
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<td>Revised</td>
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<tr>
<td>3.16</td>
<td>Dry weather screening of outfalls</td>
<td>DPW/T Korchin</td>
<td>Report on dry weather screening</td>
<td>10 outfalls were inspected during dry weather.</td>
<td>Continue program.</td>
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<td>Revised</td>
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<tr>
<td>3.17</td>
<td>Develop system for elimination of illicit discharges</td>
<td>DPW/T Korchin</td>
<td>Identification of illicit discharges</td>
<td>Combined efforts of the Engineering and Sewer department have conducted dry weather screening, outfall testing, and report follow up. Phase 2 I&amp;I study completed with smoke test, dye test, and video.</td>
<td>Design Phase 2 of the program.</td>
</tr>
<tr>
<td>3.18</td>
<td>Apply the system from BMP 15, above</td>
<td>DPW/T Korchin</td>
<td>Remove Illicit discharge</td>
<td>No Illicit discharges identified.</td>
<td>Program up to date. Continue program.</td>
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<td>3.20</td>
<td>Hazardous waste recycling day</td>
<td>DPW/T Korchin</td>
<td>Hazardous Waste Recycling Day</td>
<td>A town wide hazardous waste recycling day was held in September 2013.</td>
<td>Hazardous Waste Recycling Day in Fall 2013 Electronic Recycling Day Spring 2013.</td>
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<td>Revised</td>
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<tr>
<td>3.21, 22,23</td>
<td>Dry &amp; Wet weather sampling</td>
<td>DPW/T Korchin</td>
<td>Reports on sampling</td>
<td>Cooperative effort with Neponset River Watershed Association.</td>
<td>Continue program based on new permit.</td>
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<td>Revised</td>
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<tr>
<td>3.24</td>
<td>Dye test to find source of identified illicit discharge</td>
<td>DPW/T Korchin</td>
<td>Reports for dye tests on identified illicit Discharge</td>
<td>A comprehensive Phase 2 I&amp;I study is being conducted with dye test as one of the tools.</td>
<td>Continue program.</td>
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<tr>
<td></td>
<td>Clean 5 miles of sanitary sewer each year</td>
<td>DPW/R Angelo</td>
<td>Reports on cleaned sewer</td>
<td>Complete.</td>
<td>Continue program.</td>
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<tr>
<td>3.27</td>
<td>Camera to identify problem areas of sanitary sewer</td>
<td>DPW/R Angelo</td>
<td>Reports on cleaned sewer</td>
<td>Phase 2 I&amp;I study complete, from the results a $1.2 million sewer pipe lining and manhole rehab. Project has been developed and bid.</td>
<td>project will be constructed and further I&amp;I shall be identified.</td>
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<td>3.28</td>
<td>Rehabilitate, patch, etc. problem areas.</td>
<td>DPW/R Angelo</td>
<td>Reports on areas rehabbed.</td>
<td>study complete and project developed for construction</td>
<td>continue to investigate problem areas and develop a plan of action</td>
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<tr>
<td>3.30</td>
<td>Publicize Reports of illicit discharges</td>
<td>DPW/R Angelo</td>
<td>Newspaper article publicizing report</td>
<td>NA</td>
<td>If illicit connection found, publicize report.</td>
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<td>Revised</td>
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<tr>
<td>3.31</td>
<td>Sump pumps – 5 year program to eliminate surcharge.</td>
<td>DPW/R. Angelo</td>
<td>Elimination of illegal connections</td>
<td>study and project shall identify and eliminate any illegal connections to the sanitary sewer system.</td>
<td>Complete construction of Phase 2.</td>
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<td>Revised</td>
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<tr>
<td>3.33</td>
<td>Work with DEP – TMDL plans</td>
<td>DPW/T Korchin</td>
<td>TMDL Plan, BMP Implementation</td>
<td>Work with CRWA and DEP for BMP implementation</td>
<td>Work with CRWA and DEP for BMP implementation</td>
</tr>
</tbody>
</table>
### 4. Construction Site Stormwater Runoff Control

<table>
<thead>
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<tbody>
<tr>
<td>4.35</td>
<td>Conduct regular inspections during construction</td>
<td>Conservation/DPW</td>
<td>Inspections</td>
<td>Engineering Dept and Conservation Agent conduct inspections during construction.</td>
<td>Continue program.</td>
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<td>Revised</td>
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<td>4.37</td>
<td>Mechanism for inquiries of on-going projects</td>
<td>Conservation/Planning</td>
<td>Mechanism for</td>
<td>Conservation Commission/Planning Board meetings advertised and agenda and meetings updated on website.</td>
<td>Continue program.</td>
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<td>Revised</td>
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<td>public inquiries</td>
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<tr>
<td>4.47</td>
<td>Inspection of sites by Town Engineer w/ checklist</td>
<td>DPW/ C Gallagher</td>
<td>Construction site inspection by checklist</td>
<td>Checklist has been established.</td>
<td>Inspect using checklist.</td>
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### 4a. Additions
## 5. Post-Construction Stormwater Management in New Development and Redevelopment

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<tbody>
<tr>
<td>5.50</td>
<td>Add specific BMPs to Subdivision Rules/Regs</td>
<td>PL.BD</td>
<td>Planning Board Rules/Regs are under review in conjunction with NepRWA grant.</td>
<td>Rules and Regs review will be completed.</td>
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<td>5.51</td>
<td>Require installation of Water Quality Enhancement</td>
<td>PL.BD/Conservation</td>
<td>Water quality structures included in design of new land development. LID is incorporated into plan review.</td>
<td>Continue to require water quality structures for development.</td>
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<td>Revised</td>
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<tr>
<td>5.52</td>
<td>Yearly report on installed BMPs</td>
<td>Conservation</td>
<td>Have list of O&amp;M plans from Conservation.</td>
<td>Will work with Conservation to make sure maintenance is being completed.</td>
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<td>Revised</td>
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<tr>
<td>5.53</td>
<td>Inspect discharges</td>
<td>DPW/T Korchin</td>
<td>Inspect Discharges</td>
<td>10 Outfalls were inspected.</td>
<td>Continue program based on new permit.</td>
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### 5a. Additions

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### 6. Pollution Prevention and Good Housekeeping in Municipal Operations

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<tbody>
<tr>
<td>6.55</td>
<td>Improve street and parking lot sweeping</td>
<td>DPW/ T. Korchin</td>
<td>Cleaner streets and parking areas.</td>
<td>Major roads were swept twice this year, secondary roads once a year and then as needed.</td>
<td>Continue street sweeping program.</td>
</tr>
<tr>
<td>6.56</td>
<td>Improve CB operations.</td>
<td>DPW/ T. Korchin</td>
<td>Report on material removed.</td>
<td>2205 catch basins were cleaned in 2013.</td>
<td>Catch basins will be cleaned in 2014.</td>
</tr>
<tr>
<td>6.57</td>
<td>Experiment with alternatives to road salt.</td>
<td>DPW/ T. Korchin</td>
<td>Alternative roadway De-icing methods.</td>
<td>Safe-Melt is used to aid in de-icing roadways.</td>
<td>Alternatives, such as salt brine will be researched.</td>
</tr>
<tr>
<td>6.59</td>
<td>Investigate Alternative Planting/Landscape</td>
<td>DWWD/ B. Lexander</td>
<td>Alternative schemes for landscaped areas</td>
<td>Link from Dedham Westwood Water District website to EPA Watersense <a href="http://epa.gov/watersense/">http://epa.gov/watersense/</a></td>
<td>Continue program.</td>
</tr>
<tr>
<td>6.61</td>
<td>Investigate recycling program enhancement</td>
<td>DPW/ T. Korchin</td>
<td>Expanded recycling program</td>
<td>Applied for and received a grant from the MADEP for hiring of a recycling coordinator.</td>
<td>Assess the Town’s current recycling efforts and work towards encouraging increased recycling</td>
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<tr>
<td>6.64</td>
<td>Expand employee training</td>
<td>DPW/ T. Korchin</td>
<td>Training</td>
<td>Integrated with training for field personal.</td>
<td>Will train all employees with new material and new permit when adopted.</td>
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<tr>
<td>6.65</td>
<td>Develop yard clipping ordinance</td>
<td>Planning Board</td>
<td>Ordinance</td>
<td>Leaves and grass clippings are collected separate from solid waste 10 times per year.</td>
<td>Continue program.</td>
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<tr>
<td>6.64</td>
<td>Prepare SWPPP</td>
<td>DPW/ T. Korchin</td>
<td>Plan</td>
<td>Updated original SWPPP with new contact information and buildings.</td>
<td>Will propose new plan upon adoption of new permit.</td>
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</tbody>
</table>
Part IV. Summary of Information Collected and Analyzed

Water quality testing continues in participation with the Neponset River Watershed Authority and outfall screening, investigation and testing. The Town performed dry weather outfall inspections at 10 locations. The majority were found to be dry and clean. A TV and Jet crew has performed a further inspection of the system.

A grant provided funding for a review of the Town’s current planning and zoning requirements to assure that they do not restrict the Town’s ability to meet the high stormwater standards. This review is ongoing at this time.

Phase 2 & 3 of the sewer lining and manhole rehabilitation project was developed, bid and will soon be constructed. The project consists of lining of approximately xx linear feet of sewer main and rehabilitation of xx manholes. Project is expected to be constructed during the summer and fall of 2014.
Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

| Stormwater management position created/staffed | (y/n) | n |
| Annual program budget/expenditures | ($) | 30,000 |

Education, Involvement, and Training

| Estimated number of residents reached by education program(s) | (# or %) | 13000 |
| Stormwater management committee established | (y/n) | y |
| Stream teams established or supported | (# or y/n) | y |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | n/a |

Household Hazardous Waste Collection Days

- days sponsored | (#) | 1/yr |
- community participation | (%) | 6 |
- material collected | (tons or gal) |

School curricula implemented | (y/n) | y |

Legal/Regulatory

<table>
<thead>
<tr>
<th>Regulatory Mechanism Status (indicate with “X”)</th>
<th>In Place Prior to Phase II</th>
<th>Under Review</th>
<th>Drafted</th>
<th>Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illicit Discharge Detection &amp; Elimination</td>
<td></td>
<td>X</td>
<td>Local ordinances under</td>
<td></td>
</tr>
<tr>
<td>Erosion &amp; Sediment Control</td>
<td>X</td>
<td>review with grant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-Development Stormwater Management</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accompanying Regulation Status (indicate with “X”)**

| Illicit Discharge Detection & Elimination | X | Local ordinances under review with grant. |
| Erosion & Sediment Control | X |
| Post-Development Stormwater Management | X |

**Mapping and Illicit Discharges**

| Outfall mapping complete | (%) | 100% |
| Estimated or actual number of outfalls | (#) | 227 |
| System-Wide mapping complete | (%) | 100% |

**Mapping method(s)**

| Paper/Mylar | (%) | 100% |
| CADD | (%) | 0 |
| GIS | (%) | 100% |
| Outfalls inspected/screened | (# or %) | 10 |
| Illicit discharges identified | (#) | 0 |
| Illicit connections removed | (#) | 0 |
| % of population on sewer | (%) | 97% |
| % of population on septic systems | (%) | 3% |

**Construction**

<p>| Number of construction starts (&gt;1-acre) | (#) | 2 |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | 100 |
| Site inspections completed | (# or %) | 1/wk |</p>
<table>
<thead>
<tr>
<th>Tickets/Stop work orders issued</th>
<th>(# or %)</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines collected</td>
<td>(# and $)</td>
<td>0</td>
</tr>
<tr>
<td>Complaints/concerns received from public</td>
<td>(#)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Post-Development Stormwater Management**

| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections completed     | (# or %) | n/a  |
| Estimated volume of stormwater recharged | (gpy) |    |

**Operations and Maintenance**

| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1 |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1 |
| Total number of structures cleaned | (#) | 2205 |
| Storm drain cleaned | (LF or mi.) | 2000(ft) |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | Unknown |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | (location) | Recycle |
| Cost of screenings disposal | ($) |    |

<p>| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | 1/yr |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 2/yr |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | 100 ton |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | Compost |
| Cost of sweepings disposal | ($) | $750 |
| Vacuum street sweepers purchased/leased | (#) | 0 |</p>
<table>
<thead>
<tr>
<th></th>
<th>(y/n)</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum street sweepers specified in contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fertilizers</td>
<td>(lbs. or %)</td>
<td>0</td>
</tr>
<tr>
<td>• Herbicides</td>
<td>(lbs. or %)</td>
<td>0</td>
</tr>
<tr>
<td>• Pesticides</td>
<td>(lbs. or %)</td>
<td>0</td>
</tr>
<tr>
<td>Anti-/De-Icing products and ratios: straight salt and Safe Melt used as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Melt is bio-degradable, safe around vegetation and people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% NaCl</td>
<td>5% +/-</td>
<td></td>
</tr>
<tr>
<td>% CaCl₂</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% MgCl₂</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% CMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Kac</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% KCl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-wetting techniques utilized</td>
<td>(y/n)</td>
<td>Yes</td>
</tr>
<tr>
<td>Manual control spreaders used</td>
<td>(y/n)</td>
<td>Yes</td>
</tr>
<tr>
<td>Automatic or Zero-velocity spreaders used</td>
<td>(y/n)</td>
<td>No</td>
</tr>
<tr>
<td>Estimated net reduction in typical year salt application</td>
<td>(lbs. or %)</td>
<td>10%</td>
</tr>
<tr>
<td>Salt pile(s) covered in storage shed(s)</td>
<td>(y/n)</td>
<td>Yes</td>
</tr>
<tr>
<td>Storage shed(s) in design or under construction</td>
<td>(y/n)</td>
<td>No</td>
</tr>
</tbody>
</table>