

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

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

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

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

Fax Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self Assessment

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

### Impairment(s)

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

### TMDL(s)

- In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus
- Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Clear Impairments and TMDLs

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

### Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - The SSO inventory is attached to the email submission
  - The SSO inventory can be found at the following website:
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
  - The priority ranking of outfalls/interconnections is attached to the email submission
  - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

### Annual Requirements

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

### **Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

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

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

### **Nitrogen** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

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

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

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

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

##### *Potential structural BMPs*

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

### **Lake and Pond Phosphorus TMDL**

- Begin Phase 1 Lake Phosphorus Control Plan (LPCP)

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

Stormwater BMP Inspections - The Town currently has no known town-owned stormwater BMPs within its regulated urbanized area. Should any BMPs be located during future years, the Town will begin annual inspections with maintenance performed as needed.

IDDE Training - An employee IDDE Training program will be developed during Year 2, with annual training to be performed starting in Year 2.

Public Education and Outreach - The Town developed a comprehensive public education program during Year 1. In part, this program consisted of assembling approximately 20 different outreach flyers with specific messages and topics for each of the Town's four audiences. During August 2019, the town developed an enhanced website with links to external websites and links for downloading multiple stormwater informational brochures. During August 2019, the Town also developed a detailed schedule for material distribution, including seasonal messages for bacteria water quality limited waterbody and nitrogen TMDL requirements. Local distribution of seasonal message outreach will start during fall 2019. Note that the Connecticut River Stormwater Committee distributed numerous public education and outreach, including seasonal messages related to fertilizer application, leaf litter, and dog waste pickup.

LPCP Phase 1 - The Town will begin preparation of its LPCP during Year 2, beginning with a legal analysis in accordance with permit schedule requirements.

Nitrogen Structural BMP Tracking - The Town will begin evaluation of its permittee-owned stormwater BMPs during future years in conjunction with preparing the nutrient source identification reports. It is expected this task will not start until at least Year 3.

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

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

Yes  No

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

## Part IV: Minimum Control Measures

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

### MCM1: Public Education

Number of educational messages completed during the reporting period:

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

#### **BMP: 15 to the River**

Message Description and Distribution Method:

Video posted on social media that highlights how rain and contaminated stormwater are largest source of water pollution and how quickly these flows get to the river; with what you can do to help

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

YouTube views: 285      See: <https://www.youtube.com/watch?v=nvnGgWg-mSE&t=3s>

Message Date(s):

Message Completed for:    Appendix F Requirements     Appendix H Requirements

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

If yes, describe why the change was made:

Not included in NOI because not part of program to meet required messaging. Decided that good way to introduce residents in region to stormwater issues generally.

#### **BMP: Think Blue - Fowl Water**

Message Description and Distribution Method:

Video posted on social media explaining that stormwater pollution carries trash, oil cigarette butts, and dog waste.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

# watched 10+ seconds on FB = 22,718; on You Tube = 87,482

Message Date(s): May 31 to June 25, 2018

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Not included in NOI because not part of plan to meet required messaging. Decided that good way to introduce residents in region to stormwater issues generally.

### **BMP: Think Blue - Fowl Water**

Message Description and Distribution Method:

Video posted on social media explaining that stormwater pollution carries trash, oil cigarette butts, and dog waste

Targeted Audience: Residents

Responsible Department/Parties: State-wide Think Blue MA for Connecticut River Coalition

Measurable Goal(s):

Facebook impressions: 358,297; YouTube impressions: 292,655

Message Date(s): June 23 to June 30, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Not included in NOI because not part of plan to meet required messaging. Decided that good way to introduce residents in region to stormwater issues generally.

### **BMP: How to Soak Up the Rain Around your Home and Garden**

Message Description and Distribution Method:

Workshop at Hadley Garden Center with interactive elements to promote understanding about stormwater and to stimulate thinking about building stormwater BMPs around the home and garden

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

63 people from around the region participated in 90-minute workshop; participants took soak up the rain

porous paving and rain garden lawn signs at end of workshop

Message Date(s): March 2, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Not included in NOI because not part of plan to meet required messaging. Opportunity arose and decided that good way to continue promoting soak up the rain effort.

### **BMP: Get Wise About Leaf Litter**

Message Description and Distribution Method:

Flyer and social media post that promotes 4 BMPs in managing leaf litter (mulch in place; compost; offer to neighbor who may compost; proper disposal) with list of local disposal locations on reverse side.

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

325 flyers distributed at 12 of the regions larger home & garden centers; one flyer laminated and hung for display at W. Springfield Home Depot. FB impressions: 104, Impressions from PVPC regional e-newsletter: 347

Message Date(s): October 1 -November 15, 2018

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

### **BMP: Get Wise About Your Lawn**

Message Description and Distribution Method:

Flyer, tri-fold brochure, and social media post that highlights problem with fertilizers and seeks to normalize practice around 4 BMPs (test your soil, leave clippings where they fall, choose the right fertilizer, mow high). Also mentions restrictions on phosphorous use.

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

FB impressions: 6,507. Impressions from PVPC regional e-newsletter: 386

Message Date(s): May 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Think Picking up Spike's Poop is Gross? Try Swimming in It.**

Message Description and Distribution Method:

Poster and social media post that highlights what happens with dog waste that is left on the ground.

Targeted Audience: Residents

Responsible Department/Parties: Connecticut River Stormwater Committee/MS4

Measurable Goal(s):

FB impressions: 4,396. Posters distributed: 125

Message Date(s): June-July 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Why should you care as a professional landscaper? Best leaf litter practices.**

Message Description and Distribution Method:

Personalized mailing developed with input from Umass Cooperative Extension

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Reached 26 landscaping companies in the region

Message Date(s): October 26, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Why should you care as a professional landscaper? Better land care practices.**

Message Description and Distribution Method:

Personalized mailing developed with input from Umass Cooperative Extension

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Reached 127 landscaping companies in the region

Message Date(s): May 15, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Best practices with residential geese**

Message Description and Distribution Method:

Personalized mailing developed with input from Mass Fish & Wildlife on bmps for managing geese

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

None yet.

Message Date(s): Pending

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Message had been planned for June-July time frame, but meaningful long-term solution on how to manage geese not yet established. Stormwater Committee had several exchanges with Mass Fish & Wildlife in order to devise recommendations and is currently seeking good technical assistance resource for these landowners in the region with goose problems.

**BMP: Stormwater Website**

Message Description and Distribution Method:

Develop a town stormwater website with a links to external sites such as EPA and MassDEP, as well as provide stormwater brochures for download.

Targeted Audience: Residents, Businesses, institutions and commercial, Developers, Industrial

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Create a website and complete periodic updates.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Video, After the Storm**

Message Description and Distribution Method:

Televise EPA's "After the Storm" video on the local cable access channel.

Targeted Audience: Residents

Responsible Department/Parties: Hadley Media (HPAT)

Measurable Goal(s):

Televise informational video at least twice per year.

Message Date(s): May 24, 2019 and June 23, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

### MCM2: Public Participation

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

SWMP Plan for Download - The Town has posted the SWMP Plan on Town website along with contact information to allow for public comment.

NPDES Steering Committee - Established a NPDES Steering Committee to oversee permit implementation including members from applicable town boards and departments.

Household Hazardous Waste (HHW) Day - In partnership with nearby communities, residents may dispose of household hazardous waste at an annual event held every May.

IDDE Reporting - Contact information for reporting suspected or potential illicit discharges is provided on the Town's website and in other IDDE-related fact sheets and brochures.

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

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

Our municipality participated in the Massachusetts Statewide Municipal Stormwater Coalition (Statewide Coalition). The Statewide Coalition presented on the Think Blue Massachusetts public awareness campaign and regional collaboration on stormwater at the following public events:

- Metrowest/495 Partnership (October 4, 2018)
- MetroWest Stormwater Roundtable hosted by MetroWest Regional Collaborative (MWRC) of the
- Metropolitan Area Planning Council (MAPC) (November 20, 2018)
- Massachusetts Municipal Association (MMA) Meeting & Trade Show (Jan 18-19 2019)
- New England Water Environment Association Annual Conference (Jan 28 2019)
- Massachusetts Association of Conservation Commissions Annual Conference (March 2, 2019)
- Massachusetts Congress of Lake and Pond Associations Annual Workshop (April 12, 2019)
- New England American Public Works Association Spring Conference (April 17, 2019)
- Ecotarium Earth Day activities (April 16 – 19, 2019)
- New England Water Environment Association Spring Meeting (June 4, 2019)

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

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

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

Number of SSOs identified:

Number of SSOs removed:

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

Total number of SSOs identified:

Total number of SSOs removed:

#### **MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

The Town has completed multiple Phase I mapping requirements under the 2016 Permit. All known outfalls, catch basins, manholes, receiving waters, and impaired waters within the Town's urbanized area have been mapped. The Town will work toward identifying its stormwater treatment structures, interconnections with other towns, and open channel conveyances in Permit Year 2.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- The outfall screening data is attached to the email submission  
 The outfall screening data can be found at the following website:

N/A, none completed to date

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

Number of outfalls screened:

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

Percent of total outfalls screened:

#### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- The catchment investigation data is attached to the email submission

- The catchment investigation data can be found at the following website:

N/A, none completed to date

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0%

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

N/A, not yet started

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

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

N/A, none found to date

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [UNITS]

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

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

N/A, none found to date

### **Employee Training**

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

An employee IDDE Training program will be developed during Year 2, with annual training to be performed starting in Year 2.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

#### **Ordinance Development**

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

The current Town bylaws and regulations are partially in compliance with the Year 2 requirements, however do not meet all requirements pertaining to new development and redevelopment. The Town will draft a revised bylaw and accompanying regulations to meet all Year 2 requirements, and it is anticipated that revisions will be put up for vote at the spring 2020 town meeting.

#### **As-built Drawings**

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

As part of the regulatory updates to be performed during Year 2, procedures for submittal of as-built drawings and long term operation and maintenance will be developed.

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

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

N/A, to be completed during future permit years.

### **Green Infrastructure Report**

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

N/A, to be completed during future permit years.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town is currently developing an inventory of its permittee-owned properties. Once completed, facilities will be evaluated for potential BMP retrofit opportunities during future permit years.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town developed a Catch Basin Cleaning Optimization Plan during Permit Year 1 as a component of its SW

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

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

<https://www.hadleyma.org/stormwater; SWMP Plan, Appendix G>

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.*

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

*If applicable:*

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

Not yet applicable, pending collection of a second round of catch basin inspections.

**Street Sweeping**

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

The Town developed a Street Sweeping Optimization Plan during Permit Year 1 as a component of its SWMP Plan. This consists of a map displaying sweeping requirements throughout the Town and a Standard Operating Procedure (SOP) for completing the sweeping. Although no sweeping was performed in Year 1, the Town began sweeping in August 2019 and swept a total of 8 miles of roadway, generating 40 loads of material.

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

Number of miles cleaned:

Volume of material removed:  [UNITS]

Weight of material removed:  [UNITS]

*If applicable:*

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

DPW personnel observe all regulated town-owned roadways for maintenance needs, including street sweeping, during routine operations. Personnel also observe known trouble areas, such as projects with large-scale construction projects or projects with substantial land disturbance, for evidence of runoff-laden sediment onto roadways that may require more frequent sweeping in addition to that outlined under the Street Sweeping Optimization Plan. In addition, town residents periodically call the DPW to report localized areas needing sweeping that DPW personnel then visit to inspect. Should areas in need of additional sweeping be observed, the Town documents these areas as part of its Street Sweeping Optimization Plan and schedules areas for sweeping during the next upcoming round. Note that the Town applies no sand to roadways during winter operations, and thus observed sweeping needs are typically minimal. Inspections of rural uncurbed roadways conducted to date have not yet observed any needs for additional sweeping within regulated urbanized area roadways.

**Winter Road Maintenance**

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

The Town developed SOPs for winter road maintenance during Permit Year 1. These SOPs will be included

as part of a larger comprehensive Operation and Maintenance (O&M) Plan during Year 2 that covers other facilities and stormwater infrastructure.

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

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

The Town is currently developing an inventory of its permittee-owned properties, to be completed by the end of Year 2.

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

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

The Town is currently developing O&M Procedures for its Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment, to be completed by the end of Year 2.

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

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

The Town is currently working towards completing SWPPPs for applicable facilities. The Town completed a preliminary review of its facilities during Year 1 and determined that only one facility is likely applicable and within the regulated area, the DPW Garage. During Year 2, the Town will complete a more comprehensive facility assessment and complete SWPPPs for applicable facilities by the end of Year 2.

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

Number of site inspections completed:

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

N/A, not yet started.

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

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

The Town currently has no known town-owned stormwater BMPs within its regulated urbanized area. Should any BMPs be located during future years, the Town will begin annual inspections with maintenance

performed as needed.

## **Additional Information**

### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

N/A, not yet started.

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities performed during Year 1 include submittal of a Notice of Intent, development of a comprehensive Stormwater Management Program (SWMP) Plan which in part also included development of a Catch Basin Cleaning Optimization Plan and Street Sweeping Optimization Plan, development of a comprehensive Illicit Discharge Detection and Elimination (IDDE) Plan which in part included creation of procedures for identifying and removing illicit discharges along with classifying, prioritizing, and delineating catchment areas. Other activities completed included development of winter operation and maintenance procedures and completing an assessment of existing stormwater-related regulatory mechanisms.

### **Activities Planned for Next Reporting Period**

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

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects

- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

#### Annual Requirements

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

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

As dry weather inspections are required for all regulated outfalls by the end of Year 3, the Town anticipates beginning these inspections during Year 2 to get a head start on sampling requirements. This will allow the Town more time to complete the inspections by the Year 3 deadline.

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

### 40 CFR 144.32(d) Certification

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

Name:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*