

# 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):

SWMP: <http://www.halifax-ma.org/highway-department/files/halifax-stormwater-management-program>

SWMP Signature Page: [http://www.halifax-ma.org/sites/halifaxma/files/uploads/halifax\\_swmp\\_signature\\_page.pdf](http://www.halifax-ma.org/sites/halifaxma/files/uploads/halifax_swmp_signature_page.pdf)

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.

<b>Impairment(s)</b>				
	Bacteria/Pathogens	Chloride	× Nitrogen	× Phosphorus
	Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>				
<i>In State:</i>	Assabet River Phosphorus	Bacteria and Pathogen	Cape Cod Nitrogen	
	Charles River Watershed Phosphorus	Lake and Pond Phosphorus		
<i>Out of State:</i>	Bacteria/Pathogens	Metals	Nitrogen	Phosphorus
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Clear Impairments and TMDLs</div>				

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:
 

<http://www.halifax-ma.org/highway-department/files/halifax-stormwater-management-program>  
 (in IDDE Plan, which is an appendix to SWMP document)
- ☒ 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:
 

<http://www.halifax-ma.org/highway-department/files/halifax-stormwater-management-program>  
 (in IDDE Plan, which is an appendix to SWMP document)
- ☐ 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

#### **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

#### **Phosphorus** (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 and phosphorus-free 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 Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus

- ☐ 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 phosphorus removed in mass per year by the BMP in each annual report

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:

-Halifax has started drafts of bylaws and /or regulations covering the following:

- IDDE
- Construction/ Erosion and Sediment Control (ESC)
- Written procedures for site inspections and enforcement of sediment and erosion control measures
- Written procedures for site plan review
- Post-Construction Stormwater Management

As of 9/30/19, a bylaw was being finalized for October (2019) Town Meeting. The Stormwater Management Bylaw passed Town Meeting on 10/21/19, after which point regulations and other updates will be completed for full MS4 compliance.

-Halifax plans to start sweeping all curbed roadways and town-owned parking lots twice per year starting in Fiscal Year 2020 (7/1/19-6/30/20).

-Halifax did not post leaf litter message in the fall, but included leaf litter educational message in spring messaging. In subsequent years, Halifax will post leaf litter message in the fall.

-Per Appendix H requirements for discharges to nutrient-impaired waterbodies, Halifax will track and estimate nutrient removal for structural BMPs after developing a list of potential structural BMPs in Permit Year 5.

### 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:

Receiving waters list was updated for improved accuracy.

Solids/TSS/Turbidity impairment was removed from West Monponsett Pond. While West Monponsett Pond is impaired for for secchi disk transparency, which could translate to an impairment for Solids/TSS/Turbidity, it is not listed as impaired for Solids/TSS/Turbidity.

## 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: 6+

*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: 1.01: Spring Educational Message**

Message Description and Distribution Method:

Halifax posted a series of Facebook messages on the Board of Health page about stormwater, including highlighting proper use and disposal of grass clippings and proper use of slow-release and phosphorus-free fertilizers. May 2018 messages also mentioned proper disposal of leaf litter.

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Board of Health

Measurable Goal(s):

2018: 31 Likes or Loves, 9 Shares

2019: 17 Likes, 19 Shares

Board of Health Facebook page has 196 "likes" total.

Message Date(s): June 15, 2018; May 6 and 8, 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:

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#### **BMP:1.02: Summer Educational Message**

Message Description and Distribution Method:

Halifax posted a series of Facebook messages on the Board of Health page about stormwater and water quality, including summer messages about pet waste. Board of Health weekly column also included mention of dog waste on May 24, 2019. Weekly column is available at <http://www.halifax-ma.org/board-health/pages/health-agent-columns>.

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Board of Health

Measurable Goal(s):

35 Likes or Loves, 17 Shares

Board of Health Facebook page has 196 "likes" total.

Message Date(s): June 15, 2018, May 6, 2019, June 6, 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:

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**BMP: 1.03: Fall Educational Message**

Message Description and Distribution Method:

Halifax posted a "Stormwater Sleuth" educational message on the Board of Health Facebook page in the fall. May 6 and 8, 2019 Stormwater messages listed under BMP 1.01 mentioned proper disposal of leaf litter.

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Board of Health

Measurable Goal(s):

0 Likes, 0 Shares

Board of Health Facebook page has 196 "likes" total.

Message Date(s): November 9, 2018

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: 1:07: Septic System Owners Educational Message**

Message Description and Distribution Method:

Halifax posted a series of Facebook messages about stormwater and water quality, including information about septic systems. Halifax Board of Health Agent also included five messages about septic system in weekly column available at <http://www.halifax-ma.org/board-health/pages/health-agent-columns>.

Targeted Audience: Residents

Responsible Department/Parties: Board of Health

Measurable Goal(s):

19 Likes and Loves

5 Comments + 2 Responses from Halifax

3 Shares

Board of Health Facebook page has 196 "likes" total.

Message Date(s): May 2, 4, 9, and 15, 2018; June 21 and 28, 2018; August 2 and 24, 2018; September 8, 2018.  
January 16, and 19 2019; February 14, 2019; May 23, 2019; June 6, 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 was not included in NOI because of confusion over permit requirements. Halifax has since clarified and included.

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### **BMP: Ongoing Facebook Messages about Stormwater and Water Quality**

Message Description and Distribution Method:

In addition to the messages listed above, Halifax Board of Health posted various ongoing messages on its Facebook page about stormwater and water quality issues, especially related to Monponsett Ponds.

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Board of Health

Measurable Goal(s):

Board of Health Facebook page has 196 "likes" total.

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:

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### **BMP: Board of Health Column**

Message Description and Distribution Method:

Board of Health Agent frequently includes messages about stormwater in weekly column, with specific topics including dog waste, septic systems, and water quality. The column is available at <http://www.halifax-ma.org/board-health/pages/health-agent-columns>.

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Board of Health

Measurable Goal(s):

13 messages on topics related to MS4



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The column is weekly. MS4-specific messages were posted on the following dates:  
 Message Date(s): 2018: May 4, May 25, June 27, August 3, August 24, September 7, November 3  
 2019: January 19, February 14, March 8, April 4, May 3, May 24

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

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

If yes, describe why the change was made:

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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:

Halifax posted its SWMP on the Highway Department web page of the Town website on June 28, 2019: [http://town.halifax.ma.us/Pages/HalifaxMA\\_Highway/stormwater/SWMP\\_Halifax-06282019.pdf](http://town.halifax.ma.us/Pages/HalifaxMA_Highway/stormwater/SWMP_Halifax-06282019.pdf).

As of August, 2019, the new URL is

<http://www.halifax-ma.org/highway-department/files/halifax-stormwater-management-program>

The signature page of the SWMP is available at [http://www.halifax-ma.org/sites/halifaxma/files/uploads/halifax\\_swmp\\_signature\\_page.pdf](http://www.halifax-ma.org/sites/halifaxma/files/uploads/halifax_swmp_signature_page.pdf)

The SWMP included contact information for the public to provide comments to the Stormwater Management Program Team (page 4). No comments were received on the SWMP.

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:

-Halifax supported the Halifax Beautification Committee with its Spring Clean Up Day on April 27, 2019. Approximately 125 people attended and collected a dumpster worth of trash.

-Halifax supported the Monponsett Watershed Association (MWA) with trash pick-up at its annual clean-up around Monponsett Ponds on May 11, 2019. Approximately 20 people attended. Ten people commented on the Facebook post about the event. Halifax and MWA each publicized the event.

-Halifax Town staff attended meetings with the Monponset Watershed Association on July 31, 2018 (with the Working Group), on February 1, 2019 (with State Representative LaNatra), and June 11, 2019.

-Halifax posted Monponsett Ponds water quality information on Board of Health Facebook page and shared information about Monponsett Ponds on Health Agent Column.

-Halifax hosted hazardous waste collection days on August 4, 2018 and November 3, 2018.

### **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: 0

Number of SSOs removed: N/A

*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: 0

Total number of SSOs removed: N/A

#### **MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period:

No progress made during this reporting period. Halifax will begin reporting in 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

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

Number of outfalls screened: N/A

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

Percent of total outfalls screened: N/A

#### **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

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

Number of catchment investigations completed this reporting period: N/A

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

Percent of total catchments investigated: N/A

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

N/A

### **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

*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: N/A

Estimated volume of sewage removed: N/A [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: N/A

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

N/A

### **Employee Training**

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

Two Halifax town staff (Town Administrator and Board of Health Agent) reviewed IDDE concepts and IDDE MS4 requirements at meetings with external consultant on October 23, 2018 and May 10, 2019. The Halifax Select Board heard a presentation about IDDE bylaw requirements on March 26, 2019.

#### **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: 6

Number of inspections completed: 0

Number of enforcement actions taken: 0

#### **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:

As of 9/30/19, Halifax has started a draft bylaw to be finalized for October (2019) Town Meeting, along with regulations to be finalized after bylaw passage. The Stormwater Management Bylaw passed Town Meeting on 10/21/19, after which point regulations and other updates will be completed for full MS4 compliance.

##### **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 of 9/30/19, Halifax has started a draft bylaw to be finalized for October (2019) Town Meeting, along with regulations to be finalized after bylaw passage. The Stormwater Management Bylaw passed Town Meeting on 10/21/19, after which point regulations and other updates will be completed for full MS4 compliance.

##### **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:

No progress made during this reporting period.

### **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:

No progress made during this reporting period.

### **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:

No progress made during this reporting period.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

No progress made during this reporting period.

*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:

N/A

*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: 231

Number of catch basins cleaned: 231

Total volume or mass of material removed from all catch basins: 12 tons

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

Total number of catch basins: 1209 (town)

*If applicable:*

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

N/A

### **Street Sweeping**

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

No progress made during this reporting period.

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

☒ Number of miles cleaned: 12

☐ 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:

N/A

### **Winter Road Maintenance**

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

No progress made during this reporting period.

### **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:

No progress made during this reporting period.

**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:

No progress made during this reporting period.

**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:

No progress made during this reporting period.

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

Number of site inspections completed: N/A

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

N/A

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

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

No progress made during this reporting period.

**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

### **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:

N/A

### **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:

## 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:

Charlie Seelig

Title:

Town Administrator

Signature:

Charlie Seelig  
Digitally signed by Charlie Seelig  
Date: 2019.10.24 17:08:53 -04'00'

Date:

*[Signatory may be a duly authorized  
representative]*