

**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.

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			<input type="button" value="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:
 

The SSO inventory is included in the Town's SWMP. The SWMP can be found on the Town's website at the following location: [https://www.hopkintonma.gov/departments/department\\_of\\_public\\_works/index.php](https://www.hopkintonma.gov/departments/department_of_public_works/index.php)
- 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)*

**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 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
- 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 each annual report

**Charles River Watershed Phosphorus TMDL**

Begin Phase 1 Phosphorus Control Plan (PCP)

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:

The Town conducted its annual IDDE training just after the end of the reporting period. The next IDDE training session for Permit Year 2 will be conducted prior to June 30, 2020.

The Town inspected some, but not all of their stormwater treatment structures, in Permit Year 1. The Town inspected those BMPs that have been mapped to date. The Town is still working to identify the location of structural BMPs that are municipally owned, and develop operation & maintenances procedures/inspection forms as required in Permit Year 2. Once all BMPs have been located, and the O&M procedures/inspection forms have been developed, the Town will be in a better position to inspect all BMPs by the end of Permit Year 2.

The Town was unable to sweep every street located within the MS4 regulated area tributary to phosphorus impaired waters twice during the reporting period. The Town does all of their street sweeping in-house. Now that catchment delineations are complete, the Town has developed a list of streets to be swept twice that are tributary to phosphorus impaired waters and these streets will be swept twice per year going forward.

The Town will begin the legal analysis associated with Phase 1 of the Phosphorus Control Plan for the Charles River Watershed in Permit Year 2, as outlined in the Stormwater Management Plan and required by Appendix F of the Permit. As the Town moves forward in developing their Phosphorus Control Plan, they will begin to track and estimate the amount of phosphorus removed by structural BMPs existing or installed in regulated areas tributary to the Charles River, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year in each annual report.

### 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:

Changes have been made to the list of receiving waters and outfalls as additional data has been collected regarding outfall ownership, outfall discharge location, and drainage system configuration as part of a comprehensive drainage mapping effort. No new applicable impairments or TMDLs have been identified as part of this effort. The list of outfalls, receiving waters, and impairments included in the Town's Stormwater Management Plan reflects these changes.

## 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:Brochures/Pamphlets**

Message Description and Distribution Method:

The Town altered materials from Think Blue Massachusetts campaign regarding proper erosion and sedimentation controls on construction sites to include rules and regulations specific to Hopkinton. The flyers were made available at Town Hall and uploaded to the DPW website: <http://www.hopkintonma.gov/Sediment%20and%20Erosion%20Control%20for%20Developers.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

By making this information available at Town Hall and online, the Town ensured the message reached as many prospective developers as possible. There were 150 brochures printed and most of these brochures have been disseminated to developers that came into the Building Department.

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:

#### **BMP:Brochure/Pamphlet**

Message Description and Distribution Method:

The Town made available on their website flyers adapted from educational materials provided by Think Blue MA regarding disposal of grass clippings and use of phosphorus-free fertilizers, as well as other lawn and garden tips aimed at protecting water quality. These materials were uploaded to the Town's website at the following location: [http://www.hopkintonma.gov/departments/department\\_of\\_public\\_works/index.php](http://www.hopkintonma.gov/departments/department_of_public_works/index.php)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The Town uploaded the flyer to their website to reach a large percentage of residents, raise awareness, and incite behavior change.

Message Date(s): FY2019

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: Web Site**

Message Description and Distribution Method:

The Town placed information on their website about Hopkinton's stormwater management program targeting residents and how they can impact stormwater and receiving water quality.

Targeted Audience: Residents

Responsible Department/Parties: DPW, Conservation Commission

Measurable Goal(s):

The Town modified ThinkBlue MA materials to be applicable to Hopkinton, and posted them on the DPW website: [http://www.hopkintonma.gov/departments/department\\_of\\_public\\_works/index.php](http://www.hopkintonma.gov/departments/department_of_public_works/index.php)  
The materials were likely seen by residents visiting the website for a variety of reasons, raising awareness among an audience greater than those passing through Town offices.

Message Date(s): FY2019

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: Brochure**

Message Description and Distribution Method:

The Town distributed brochures entitled "Dog Waste and Surface Water Quality" as part of the dog license renewal process which informed residents of the effect mishandled dog waste has on receiving waters. These brochures were also available at Town Hall at the Clerk's office, where residents must go to obtain or renew their dog licenses.

Targeted Audience: Residents

Responsible Department/Parties: Health Department, Town Clerk

Measurable Goal(s):

This brochure was widely spread and send to all dog owners as part of the license renewal process, raising awareness among dog owners and other residents.

Message Date(s): FY2019

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:Flyer/Mailing**

Message Description and Distribution Method:

The Town included a SepticSmart flyer from EPA in bags distributed at the Health Fair and at the Night Out Police Event, which was attended by residents. In addition, notices were also distributed in septic system permit renewal applications. Flyers were also made available at the Health Dept. and the Building Dept. The flyer contained information on septic system inspection and maintenance, and included tips for better system performance, such as not pouring fats, grease, solids, or harsh chemicals down the drain.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

This flyer reached a large number of septic system owners beyond what is required under the Permit raising awareness of proper system care and helping to prevent contaminants from recharging into the groundwater. There were 300 bags with septic system flyers distributed at the Health Fair and the Night Out Police Event. There were also 150 flyers made available at the Health and Building Depts. in addition to flyers that were distributed with septic system permit renewal applications.

Message Date(s): FY2019

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:Flyer/Website**

Message Description and Distribution Method:

The Town made information available regarding proper leaf litter disposal on their website at the following location: [http://www.hopkintonma.gov/departments/departments\\_of\\_public\\_works/index.php](http://www.hopkintonma.gov/departments/departments_of_public_works/index.php) Residents were

encouraged to compost their leaves or take them to the Hopkinton Recycling Center for disposal. The materials were likely seen by residents visiting the website for a variety of reasons, raising awareness among an audience greater than those passing through Town offices.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations, Engineering

Measurable Goal(s):  
The Town uploaded the flyer to their website to reach a large percentage of residents, raise awareness, and incite behavior change.

Message Date(s): FY2019

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:Flyer**

Message Description and Distribution Method:  
The Town tailored the Think Blue Massachusetts "Do Your Doody for Clean Water" pet waste brochure to Hopkinton. This brochure discusses the detrimental impacts of pet waste on receiving water quality. It was posted on the Town's website and also made available at the Health Department.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):  
In addition to the posting on the Town website, there were 150 brochures printed and made available at the Health Department to reach as large an audience as possible.

Message Date(s): FY2019

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:

The completed Storm Water Management Plan (SWMP) was posted to the Town's website, and is available for public review and input. Once submitted, this Annual Report will be appended to the SWMP, and made available on the Town's website.

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:

The Town held its annual hazardous waste collection day on July 28, 2018. The Town continued its monthly collection of white metal, as well as its weekly yard waste collection. The yard waste collected is composted by EL Harvey to make bark mulch. While the amount of material collected is not known, all of these outreach opportunities prevented a significant amount of potential pollution from reaching the MS4.

The DPW continued to provide bags for each of the two volunteer clean-ups held by EMC/Dell on Wood Street and the marathon route. The DPW also collected the bags of debris and disposed of them.

Hopkinton continued to participate in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through Think Blue Massachusetts from June 23 to July 12, 2019. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. While ad impressions targeted members of all communities in the CMRSWC, 3,866 Facebook and Instagram ad impressions and 10,272 YouTube ad impressions can be attributed to Hopkinton residents during the reporting period (June 23-June 30). The ad campaign was followed by a survey of residents in all targeted communities-- those who recalled seeing the ad were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

### 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: 4

**MS4 System Mapping**

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

Over the last year, the Town has been working to develop a comprehensive map of the drainage system, including outfalls, pipes, manholes, catch basins, municipally owned stormwater treatment structures, and impaired water bodies. Catchment areas have been delineated. Drainage infrastructure within town boundaries has been reviewed to determine ownership, and known non-municipal infrastructure has been designated in the Town's GIS. The drainage map will be continuously updated as investigations are performed during the permit term. The Town will be working to map the remainder of their stormwater treatment structures, open channel conveyances, and any interconnections during Permit Year 2. All existing mapping is in accordance with the 2016 MS4 Permit's accuracy guidelines. The most recent drainage map is included in the SWMP.

**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: 0

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

Percent of total outfalls screened: 0

**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: 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:*

The Town has developed catchment investigation procedures, which have been incorporated into the Town's

Illicit Discharge Detection and Elimination Plan, which was developed during Permit Year 1. The catchment System Vulnerability Factor inventory is also being incorporated into the Town's IDDE Plan.

**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: 0

Estimated volume of sewage removed: 0 gallons

*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:

**Employee Training**

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

The Town conducted employee training on Illicit Discharge Detection and Elimination, as well as good housekeeping and pollution prevention for municipal operations. In attendance were 20 employees from the Highway and Sewer Departments.

**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: 5

Number of inspections completed: 360

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:

The Town has in place a separate Stormwater Bylaw and supporting Stormwater Rules and Regulations. The Town will updated these regulations as needed during Permit Year 2 to meet the requirements for post-construction stormwater management.

### **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:

The Town will update both their Stormwater Regulations and Subdivision Regulations in Permit Year 2 as needed to ensure that as-built submission requirements are met, as well as, long-term operation and maintenance requirements, to comply with the 2016 MS4 Permit.

### **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:

The Town will develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if existing design standards for streets and parking lots can be modified to support low impact design options. The report will be completed by the end of Permit Year 4 as outlined in the Town's NOI and as required by the 2016 MS4 Permit.

### **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:

The Town will develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist. The report will be completed by the end of Permit Year 4 as outlined in the Town's NOI and as required by the 2016 MS4 Permit.

### **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:

Hopkinton will develop an inventory of at least 5 municipal properties that could be retrofitted with BMPs by the end of Permit Year 4, as noted in the Notice of Intent and as required by the 2016 MS4 Permit.

### MCM6: Good Housekeeping

#### Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

See Additional Information section below.

*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:

*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:

All 3,029 of the Town's catch basins were cleaned by end of September 2019.

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:

#### Street Sweeping

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

Written procedures for street sweeping will be incorporated into the standard operation and maintenance procedures for all municipal activities and facilities, to be completed in Permit Year 2 as required by the Permit.

*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:

The Town currently sweeps all streets at least once per year, including rural, uncurbed roadways with no catch basins. The Town will include rural, uncurbed roadways with no catch basins as part of the targeted sweeping plan being developed during Permit Year 2.

### **Winter Road Maintenance**

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

The Town developed a written procedure for Snow Removal and De-icing, which includes procedures for the application and storage of road salt. All salt is stored within the salt shed at 83 Wood Street. The completed SOP is included in Appendix I of the Town's Stormwater Management Plan. In efforts to protect water quality, the Town eliminated sand from its deicing operations during the 2016/2017 winter, and eliminated use of liquid magnesium chloride during the winter of 2017/2018, instead using salt pretreated with magnesium chloride.

### **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 working to compile a complete inventory of its properties, facilities, and equipment, which will be completed in Permit Year 2. An inventory of vehicles and equipment used for snow removal and deicing has already been compiled as part of the winter road maintenance SOP.

### **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 working to develop written standard operation and maintenance procedures for its facilities and activities. These procedures will be completed in Year 2 as required by the permit.

[Empty text box]

**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 will develop a SWPPPs for all waste handling facilities located within regulated areas in Permit Year 2, including the DPW Facility located at 83 Wood Street.

*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

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

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

The Town began mapping stormwater treatment structures in FY2019. The Town will finish mapping these structures and begin developing written operation and maintenance procedures in Permit Year 2 as part of the overall SOPs for drainage infrastructure O&M. These SOPs will include inspection forms that are tailored to specific BMPs, and will be appended to the SWMP upon completion.

**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):

[Empty text box for website information]

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:

### **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:

In the spring of 2019, the Town hired an outside contractor to clean 100% of its 3,029 municipally-owned catch basins. During the 2019 cleaning season, the Town collected data to begin developing the catch basin cleaning optimization plan. This data includes depth from the catch basin rim to the top of sediment, to the bottom of the basin, and to the invert of the outlet pipe. The same data will be collected during the 2020 cleaning season. Data will be incorporated into the Town's GIS, and used to determine which catch basins are filling more frequently and therefore need to be cleaned more frequently.

### **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:

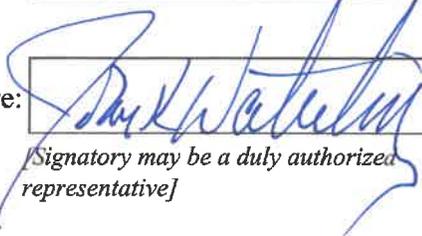
## Part V: Certification of Small MS4 Annual Report 2019

### **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:

Title:

Signature:   
*[Signatory may be a duly authorized representative]*

Date: