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: Town of Linco	oln
EPA NPDES Permit Number: MAR041043	
Primary MS4 Program Manager Contact Informat	tion
Name: Timothy Higgins	Title: Town Administrator
Street Address Line 1: 16 Lincoln Road	
Street Address Line 2: First Floor	
City: Lincoln State: MA	Zip Code: 01773
Email: higginst@lincolntown.org	Phone Number: (781) 259-2600
Fax Number: na	
Stormwater Management Program (SWMP) Inform	mation
SWMP Location (web address): https://lincolntown.o	rg/1010/Stormwater-and-Climate-Resiliency
Date SWMP was Last Updated: June 30, 2019	
If the SWMP is not available on the web please provious not posted on the web:	de the physical address and an explanation of why it is

Part II: Self Assessment

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

	-			•
Impairment(<u>(s)</u>			
	☐ Bacteria/Pathogens ☐ Solids/ Oil/ Grease (Hy	☐ Chloride ydrocarbons)/ Meta	☐ Nitrogen	☐ Phosphorus
TMDL(s)				
In State:	☐ Assabet River Phospho☑ Charles River Watersh		eria and Pathogen Lake and Pond	☐ Cape Cod Nitrogen Phosphorus
Out of State:	☐ Bacteria/Pathogens	☐ Metals	☐ Nitrogen	☐ Phosphorus
			Cl	ear Impairments and TMDLs
	npleted that permit requirer dditional information will b		_	equirement leave the box
•		an and authorah mu		
	op and begin public education of y and develop inventory of years	1	•	scharged to the MS4 in the
•	• The SSO inventory is	attached to the ema	il submission	
	○ The SSO inventory can	n be found at the fo	llowing website:	
	N/A, no sanitary sewe	r present within Lir	icoln	
⊠ Develo	op written IDDE plan includ	ding a procedure for	screening and sampl	ing outfalls
☐ IDDE	ordinance complete			
⊠ Identif	fy each outfall and interconny rank each catchment for in	nection discharging nvestigation	from MS4, classify in	nto the relevant category, and
	The priority ranking ofThe priority ranking of			the email submission the following website:
	https://lincolntown.org	g/1010/Stormwater-	and-Climate-Resilien	cy; IDDE Plan, Appendix B
☐ Constr	ruction/ Erosion and Sedime	ent Control (ESC) o	rdinance complete	
⊠ Develo	op written procedures for sit	te inspections and e	nforcement of sedime	ent and erosion control
⊠ Develo	op written procedures for si	te plan review		
	a log of catch basins cleaned	•		
	lete inspection of all stormy	vater treatment struc	etures	

Town of Lincoln rage 5
□ 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
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)
Solids, Oil and Grease (Hydrocarbons), or Metals <u>Annual Requirements</u>
Good Housekeeping and Pollution Prevention for Permittee Owned Operations
Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 ⊠ percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings
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:
SSO Overflows - N/A, no sanitary sewer is present within Lincoln.
Public Education and Outreach - During August 2019, the Town developed a comprehensive public education program. In part, this program consisted of a new website with a permit overview, specific messages and

IDDE Bylaw and Construction/ Erosion and Sediment Control Bylaw - The Town is currently reviewing a

requirements. Seasonal message outreach will start during fall 2019.

topics for each of the Town's three audiences (note, the Town has no Industrial audience), links to external websites, and links for download of approximately 20 different outreach brochures. This program also consists of a detailed schedule for material distribution, including seasonal messages for bacteria TMDL

draft IDDE Bylaw and Construction/ Erosion and Sediment Control Bylaw. The Town will also be adopting updated Post-Construction Stormwater Management Bylaw during Year 2. It is anticipated that all bylaws will be put up for vote at the spring 2020 town meeting.

Procedures for Site Plan Review and Site Inspections - The Town has existing requirements under its Zoning Bylaws and Subdivision Rules and Regulations that apply to all large-scale development within town. In part, this requires site inspections by a third-party review engineer, submittal of written monthly reports to the Planning Board and Conservation Commission, and review of all SWPPs. Although the existing program applies to the majority of >1-acre projects, they do not provide a comprehensive program covering all regulated development under the Phase II program. Therefore, these will be revised along with the bylaw updates to be completed during Year 2.

Stormwater BMP Inspections - The Town is currently developing an inventory of its town-owned Stormwater BMPs. Inspections are expected to begin during fall of Year 2.

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

Increased Sweeping for High Pollutant Loads - This was determined not to be necessary for the Town as these areas are not observed to accumulate more sediment and debris than other areas within the Town.

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

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?	ıs
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.

Number of educational messages completed during the reporting period: 22

MCM1: Public Education

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: Video, Think Blue Massachusetts "Fowl Water"
Message Description and Distribution Method:
Think Blue Massachusetts "Fowl Water" video (https://www.thinkbluemassachusetts.org/) Advertisement on Facebook, Instagram, & YouTube
Targeted Audience: Residents
Responsible Department/Parties: Conservation Commission, Information Technology
Measurable Goal(s):
6,991 social media impressions from Town residents.
Message Date(s): June 23, 2019 - 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:
BMP: Flyer, Do Your "Doody" for Clean Water
Message Description and Distribution Method:
Distributed a Think Blue fact sheet describing proper dog waste management with all dog license applications and renewals.
Targeted Audience: Residents
Responsible Department/Parties: Town Clerk
Measurable Goal(s):
Distribute fact sheets with all dog license registrations and renewals. 665 flyers were distributed during Permit Year 1.

Town of Lincoln	Page 7
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: Flyers, Residential Topics Message Description and Distribution Method:	
Distribute flyers regarding stormwater awareness and healthy lawns and landscapes, detailing pet disposal, lawn care, and the minimization or elimination of pesticide and fertilizer use. Provide fl Town Meeting	
Targeted Audience: Residents	
Responsible Department/Parties: Conservation Commission	
Measurable Goal(s):	
Make flyers available at one annual event per year.	
Message Date(s): March 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:	
BMP: Handbook, "Ecological Design, Construction and Maintenance"	
Message Description and Distribution Method:	
Provide a handbook on "Ecological Design, Construction and Maintenance" to all developers and residents. The Handbook is also available online for download from the Town's Conservation Co website.	
Targeted Audience: Residents, Developers (construction)	
Responsible Department/Parties: Conservation Commission, Information Technology	
Measurable Goal(s):	
Make handbook available with all permit applications and continuously available online.	

Town of Lincoln	Page 8
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: Press Release, "In Search of Storm Drains" Stormwater Article in the Lincoln Squ Message Description and Distribution Method:	<u>iirrel</u>
Published a Letter to the Editor, "In Search of Storm Drains" outlining MS4 Permit requirement mapping efforts.	ats and ongoing
Targeted Audience: Residents	
Responsible Department/Parties: Conservation Commission	
Measurable Goal(s):	
Write at least one article per year.	
Message Date(s): August 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: Special Events, Conservation Walk	
Message Description and Distribution Method:	
Host an ongoing series of conservation walk to introduce locals to conservation issues and conlocal natural resources while out in nature.	nect residents to
Targeted Audience: Residents	
Responsible Department/Parties: Conservation Commission	
Measurable Goal(s):	
Hold at least two events per year. During Permit Year 1, a total of 16 conservation walks were fall of 2018 (from September 12 – November 7) and 8 in the spring of 2019 (from April 10 – July 10 –	
Message Date(s): September 12 – November 7 and April 10 – June 5.	

Town of Lincoln Page 9 Appendix F Requirements Appendix H Requirements Message Completed for: Was this message different than what was proposed in your NOI? Yes □ No ⊠ If yes, describe why the change was made: **BMP: Website, Stormwater GIS Mapping** Message Description and Distribution Method: Provide a Town website with free access to GIS data layers that in part pertain to stormwater Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities, Developers (construction) Responsible Department/Parties: Information Technology Measurable Goal(s): Continue to update data layers to allow public access to accurate, up-to-date content. Message Date(s): Ongoing Appendix F Requirements Appendix H Requirements Message Completed for: 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.

Earth Day Town-Wide Cleanup - The Town hosted its annual cleanup day on April 22, 2019. This year's event focused on stream corridors, primarily along the Sudbury River along Route 117. 23 residents participated.

Town of Lincoln Page 10 Earth Day School Stream Cleanup Day - The Town hosted its annual cleanup day along stream corridors at Lincoln Public Schools. Trash and invasive plants were removed by approximately 45 participating middle school students. Watershed Group Involvement - The Town continued its ongoing activities to protect the health of wetlands and watersheds through involvement with groups like the Charles River Stormwater Collaborative, Minuteman Advisory Group on Interlocal Coordination (MAGIC) Stormwater Partnership, and SuAsCo River Stewardship Council. Was this opportunity different than what was proposed in your NOI? Describe any other public involvement or participation opportunities conducted during the reporting period: Lincoln signed up as a member community with the Charles River Watershed Association's "Climate Compact" group to seek regional solutions to watershed based issues, including stormwater management. Lincoln also updated its Hazard Mitigation Plan on June 7, 2018. Lincoln also had a Community Resilience Building Workshop on February 25, 2019 as part of our becoming a Massachusetts MVP community. Lincoln is now a MVP Designated Community. In collaboration with MAGIC communities, Lincoln developed a Climate Resiliency Plan which in part looks at stormwater-related community and regional vulnerabilities and strategies.

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, N/A Number of SSOs removed: 0, 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, N/A

Total number of SSOs removed: 0, N/A

MS4 System Mapping

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

The Town has completed multiple Phase I mapping requirements under the 2016 Permit. Outfalls, 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
O 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: 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. O The catchment investigation data is attached to the email submission O 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. O 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

Town of Lincoln

Page 11

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 the number of illicit discharges identified and removed since the effe	•
Total number of illicit discharges identified: 0	
Total number of illicit discharges removed: 0	
Optional: Provide any additional information for clarity regarding is planned to be removed below:	llicit discharges identified, removed, or
N/A, none found to date	
Employee Training Describe the frequency and type of employee training conducted du An employee IDDE Training program will be developed during Yea starting in Year 2.	<u> </u>
MCM4: Construction Site Stormwate Below, report on the construction site plan reviews, inspections, and reporting period. Number of site plan reviews completed: 29 Number of inspections completed: 98 Number of enforcement actions taken: 4	
MCM5. Dayl Carrie 1º Ci	

Page 12

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

Ordinance Development

Town of Lincoln

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 SV

Town of Lincoln		Page 14
If complete, attach the catch basin cleaning optimization plan of the optimization plan:	or the schedule to gather in	nformation to develop
 The catch basin cleaning optimization plan o 	or schedule is attached to the	he email submission
The catch basin cleaning optimization plan o website:	r schedule can be found a	t the following
https://lincolntown.org/1010/Stormwater-and	l-Climate-Resiliency; SW	MP Plan, Appendix G
Below, report on the number of catch basins inspected and clear removed from the catch basins during this reporting period.	ned, along with the total v	volume of material
Number of catch basins inspected: 108		
Number of catch basins cleaned: 302		
Total volume or mass of material removed from	all catch basins: 43	tons
Below, report on the total number of catch basins in the MS4 sy	estem, if known.	
Total number of catch basins: 561		
If applicable:		
Report on the actions taken if a catch basin sump is more than inspections/cleaning events:	50% full during two conse	ecutive routine
Not yet applicable, pending collection of a second round of cat preliminary results, sediment depths within catch basins ranged approximately 8".	-	
Street Sweeping		
Describe the status of the written procedures for sweeping street	ets and municipal-owned l	ots:
The Town developed a Street Sweeping Optimization Plan dur. Plan. This consists of a map displaying sweeping requirements Operating Procedure (SOP) for completing the sweeping.	•	*
Report on street sweeping completed during the reporting period	od using one of the three n	netrics below.
Number of miles cleaned: 103 lane miles		
O Volume of material removed:		
O Weight of material removed: 255	tons	
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

Town of Lincoln	Page 16
within the regulated area, the DPW Garage. During Year 2, the Town will complete a more confacility assessment and complete SWPPPs for applicable facilities by the end of Year 2.	mprehensive
Below, report on the number of site inspections for facilities that require a SWPPP completed a reporting period.	luring this
Number of site inspections completed: 0	
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 is currently developing an inventory of its town-owned Stormwater BMPs. Once control Town will inspect all regulated stormwater BMPs annually and perform maintenance 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 permit effectiveness must be attached.	~
Not applicable	
O The results from additional reports or studies are attached to the email submis	ssion
C The results from additional reports or studies can be found at the following w	rebsite(s):
If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted entities were reported to you, a brief description of the type of information gathered or received 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:			

Page 19

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: Timothy S. Higgins

Title: Town Administrator

Signature: Ind Aig.

[Signatory may be a duly authorized representative]