

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

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

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

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

Fax Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

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

## Part II: Self Assessment

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

**Impairment(s)**

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

**TMDL(s)**

*In State:*       Assabet River Phosphorus       Bacteria and Pathogen       Cape Cod Nitrogen  
 Charles River Watershed Phosphorus       Lake and Pond Phosphorus

*Out of State:*       Bacteria/Pathogens       Metals       Nitrogen       Phosphorus

Clear Impairments and TMDLs

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

Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - The SSO inventory is attached to the email submission
  - The SSO inventory can be found at the following website:  

<https://www.lunenburgma.gov/boards-commissions-committees/stormwater-task-force; IDDE Plan, Table 4-1>
- 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

### **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 each annual report

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

#### Annual Requirements

##### *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

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:

Public Education and Outreach - The town has developed a comprehensive stormwater education website with audience-specific information provided for download and provides numerous opportunities throughout the year for information dissemination. The Town has not yet developed seasonal educational messages for all

seasons as required for phosphorus water quality limited waterbodies, however, will do so during Year 2. Note that the Town did distribute a targeted leaf litter flyer in fall 2018 as required.

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 - A representative from the SWTF attended an IDDE Outfall Screening training seminar on April 25, 2019 on conjunction with the Central MA Stormwater Coalition at the Framingham DPW. During Year 2, the Town will develop an internal employee IDDE Training program, with annual training to be performed starting in Year 2.

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

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.

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

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

Yes  No

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

Part III of the NOI did not list Lake Shirley (MA81122) as being impaired for Turbidity. As such, the Town is subject to Appendix H part V for this waterbody. This has been reflected in the Town's SWMP Plan.

## 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: 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:

Responsible Department/Parties:

Measurable Goal(s):

9,052 social media impressions from Town residents.

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:

The ThinkBlue campaign was not included in the NOI

#### **BMP: Press Release, "Clean Water Begins with You"**

Message Description and Distribution Method:

Published an educational press release in the local Worcester Telegram & Gazette, "Clean Water Begins with You" from ThinkBlue.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Worcester Telegram & Gazette has a print circulation of approximately 22,000 and 800,000 monthly unique visitors.

Message Date(s): October 3, 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:

The ThinkBlue campaign was not included in the NOI

**BMP: Press Release "Clean Water Begins with You"**

Message Description and Distribution Method:

Published an educational press release in the local Wicked Local paper, "Clean Water Begins with You" from ThinkBlue.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - State Stormwater Coalition

Measurable Goal(s):

Wicked Local has a print circulation of approximately 1.4 million and 2.2 million monthly unique visitors.

Message Date(s): October 3, 2018 and December 30, 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:

The ThinkBlue campaign was not included in the NOI

**BMP: Press Release "Massachusetts Towns Team Up to Take on Pollution"**

Message Description and Distribution Method:

Published an educational press release in the local Lunenburg Ledger, "Massachusetts Towns Team Up to Take on Pollution".

Targeted Audience: Residents

Responsible Department/Parties: Stormwater Task Force

Measurable Goal(s):

Publish at least 1 newspaper article per year.

Message Date(s): October 5, 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:

News articles were not included in the NOI, however were identified as an effective way to disseminate information to the public.

**BMP: Brochure, Leaf Litter**

Message Description and Distribution Method:

Distribute targeted leaf litter message in the fall to meet phosphorus water quality limited waterbody requirements.

Targeted Audience: Residents, Business/Commercial/Institution

Responsible Department/Parties: Stormwater Task Force

Measurable Goal(s):

Make flyer available at the Town Hall, on the Town website, on the Public Access Channel, and at the special town meeting held on November 13, 2018.

Message Date(s): November 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: Press Release, Rain Barrels, Composting Bins, Kitchen Composting**

Message Description and Distribution Method:

Published an educational press release in the local Lunenburg Ledger and on the local public access channel on rain barrels composting bins, and kitchen composting buckets.

Targeted Audience: Residents

Responsible Department/Parties: Town Manager

Measurable Goal(s):

Publish at least 1 newspaper article per year and post at least one public access channel message per year.

Message Date(s): April 12 and April 18, 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:

News articles were not included in the NOI, however were identified as an effective way to disseminate information to the public.

**BMP: Flyer and Video, "Lawn and Garden Tips to Help Curb Stormwater"**

Message Description and Distribution Method:

Televise a message on "Lawn and Garden Tips to Help Curb Stormwater" on the local cable public access channel, on the Stormwater Task Force website, on the Town's Facebook page, at the Public Library and Eagle House Senior Center.

Targeted Audience: Residents, Business/Commercial/Institution

Responsible Department/Parties: Stormwater Task Force

Measurable Goal(s):

Make flyer available at two public locations, on the Town website, and on the Public Access Channel. 548 people have viewed the Facebook post, as well as 1,296 "followers". The library and senior center had 13,207 and 45 visitors, respectively.

Message Date(s): April 18 through April 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: Email, "Pollution Prevention for Industrial Sites"**

Message Description and Distribution Method:

Emailed industrial users (based on tax assessor's use code) a fact sheet on "Pollution Prevention for Industrial Sites".

Targeted Audience: Industrial

Responsible Department/Parties: Stormwater Task Force

Measurable Goal(s):

Send flyer to 5 unique industrial users within town.

Message Date(s): June 20, 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, "Help Keep our Local Waters Clean and Healthy - You Can Make the Difference"**

Message Description and Distribution Method:

Mailed a flyer with tax bills, "Help Keep our Local Waters Clean and Healthy - You Can Make the Difference".

Targeted Audience: Residents

Responsible Department/Parties: Stormwater Task Force

Measurable Goal(s):

Mail an informational flyer with all 4,000+ tax bills.

Message Date(s): June 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

**MCM2: Public Participation**

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

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

Hickory Hills Garden Club Workshop - At the July 25, 2018 Hickory Hills Garden Club Workshop event, the Town did a presentation on rain garden installation.

Board of Selectmen Meeting - At the September 4, 2018 Board of Selectmen meeting, SWTF representatives spoke about the new MS4 permit and presented the draft NOI to the Board. There were approximately 30

people in the audience and an additional 236 people viewed a recording on YouTube.

Stillman's Country Fair - At the September 8, 2018 Stillman Farm fair, the SWTF hosted a booth that provided information on rain barrels and composting. Approximately 2,600 local residents attended the fair, purchasing 13 composting buckets and taking approximately 30 ThinkBlue rubber duckies.

Special Town Meeting - At the November 13, 2018 special town meeting, the SWTF spoke in support of a Citizen Petition Warrant Article to ban plastic bags. Approximately 100 people were in attendance and the article passed.

Central Massachusetts Regional Stormwater Coalition (CMRSC) Annual Meeting - At the November 14, 2018 CMRSC annual meeting, SWTF representatives attended a workshop that in part included information on stormwater educational materials that are available, including EnviroScape, ThinkBlue, and Fair Booth materials.

MA Association of Conservation Commissions Conference - At the March 2, 2019 annual conference, SWTF representatives manned a ThinkBlue booth and distributed rubber duckies to attendees.

MA Congress of Lakes and Ponds (COLAP) Annual Meeting - At the April 12, 2019 COLAP annual meeting, SWTF representatives and other community members from the Hickory Hills Lake association attended a workshop on stormwater mitigation efforts held at the Massachusetts Fish and Wildlife Field Headquarters.

Annual Town Meeting - At the May 4, 2019 town meeting, the SWTF distributed 40 ThinkBlue informational sheets on Lawn & Garden Tips to Help Curb Stormwater Pollution and 30 informational sheets on Bin, Barrel, and Bucket sales.

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 established a Stormwater Task Force (SWTF) consisting primarily of several department heads during previous years to in part oversee permit compliance and promote public education and participation throughout Lunenburg. The SWTF met a total of 19 times between May 1, 2018 and June 30, 2019. The Town is also an active member of the Central Massachusetts Regional Stormwater Coalition.

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

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

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

Number of SSOs identified:

Number of SSOs removed:

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

Total number of SSOs identified: Total number of SSOs removed: **MS4 System Mapping**

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

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  
 The outfall screening data can be found at the following website:

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

Number of outfalls screened:

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

Percent of total outfalls screened:

**Catchment Investigations**

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

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

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

**IDDE Progress**

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

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

N/A, none found to date

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:

*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:

Total number of illicit discharges removed:

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

N/A, none found to date

**Employee Training**

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

IDDE Training - A representative from the SWTF attended an IDDE Outfall Screening training seminar on April 25, 2019 on conjunction with the Central MA Stormwater Coalition at the Framingham DPW. During Year 2, the Town will develop an internal employee IDDE Training program, with annual training to be performed starting in Year 2.

**MCM4: Construction Site Stormwater Runoff Control**

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

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

### **Ordinance Development**

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

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

### **As-built Drawings**

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

Under existing regulations, both the Con/Com and Planning Board require the submission of as-built drawings as part of their local rules and regulations. 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 formalized across all applicable regulations to meet permit requirements.

### **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 September 2019 as a component of its

*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:

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

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

Total number of catch basins:

*If applicable:*

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

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

### **Street Sweeping**

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

The Town developed a Street Sweeping Optimization Plan during September 2019 as a component of its SWMP Plan. This consists of a map displaying sweeping requirements throughout the Town and a Standard Operating Procedure (SOP) for completing the sweeping.

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

- Number of miles cleaned:
- Volume of material removed:  [UNITS]
- Weight of material removed:  [UNITS]

*If applicable:*

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

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

### **Winter Road Maintenance**

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

The Town developed SOPs for winter road maintenance during September 2019. These SOPs will be included as part of a larger comprehensive Operation and Maintenance (O&M) Plan during Year 2 that covers other facilities and stormwater infrastructure.

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

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

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

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



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

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

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

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

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

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

Number of site inspections completed:

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

N/A, not yet started.

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

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

The Town is currently developing an inventory of its town-owned Stormwater BMPs. Once complete, the 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 compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission

- The results from additional reports or studies can be found at the following website(s):

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

N/A, not yet started.

### **Additional Information**

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

Activities performed during Year 1 include submittal of a Notice of Intent, development of a comprehensive Stormwater Management Program (SWMP) Plan, 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 and prioritizing catchment areas.

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

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

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance

- Develop a written catchment investigation procedure (*18 months*)

#### Annual Requirements

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

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

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

## 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:

Heather Lemieux

Title:

Town Manager

Signature:

Heather Lemieux

Date:

9/18/19

*[Signatory may be a duly authorized representative]*