

10/1/19

**Town of Southwick, Massachusetts**  
**Year 1 Report: Massachusetts**  
**Small MS4 General Permit**

**As Submitted to:** Glenda Velez  
US EPA – OEP 06-1  
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*Town of Southwick, Massachusetts  
Year 1 Report: Massachusetts  
Small MS4 General Permit*

Table of Contents

Item

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- Year 1 Annual Report Form
- Attachment A:  
Summary of All Known Sanitary Sewer Overflows
- Attachment B:  
Stormwater Outfall Inventory and Priority Ranking Matrix
- Attachment C:  
Municipal Stormwater Infrastructure Operation & Maintenance Plan
- Attachment D:  
Town of Southwick  
Inventory of Structural Stormwater Best Management Practices (BMPs)

## Year 1 Annual Report Form

**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 Southwick

EPA NPDES Permit Number: MAR041022

#### **Primary MS4 Program Manager Contact Information**

Name: Randal Brown

Title: DPW Director

Street Address Line 1: 454 College Highway

Street Address Line 2: na

City: Southwick

State: MA

Zip Code: 01077

Email: rbrown@southwickma.net

Phone Number: (413) 569-6772

Fax Number: na

#### **Stormwater Management Program (SWMP) Information**

SWMP Location (web address): [www.southwickma.org/sites/southwickma/files/uploads/stormwater\\_management\\_plan.pdf](http://www.southwickma.org/sites/southwickma/files/uploads/stormwater_management_plan.pdf)

Date SWMP was Last Updated: 7/10/2019

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 checked="" type="checkbox"/> Nitrogen	<input 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 type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input 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 checked="" type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			Clear Impairments and TMDLs

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

### Year 1 Requirements

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

### Annual Requirements

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

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

#### Annual Requirements

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

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

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

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

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

##### *Potential structural BMPs*

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the

- nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each each annual report

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

The Town developed the attached Municipal Stormwater Infrastructure Operation and Maintenance Plan (Attachment C) which details the proposed activities for catch basin cleaning, street and parking lot sweeping, winter road maintenance, and structural stormwater BMP's.

The nitrogen removal estimates as shown in Attachment D: "Town of Southwick Structural BMPs" are preliminary, based on available information.

### 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:

The list of outfalls and receiving waters has been updated with the production of revised mapping data. No new impairments or TMDLs are published for the receiving waters. See Attachment B: "Stormwater Outfall Inventory and Priority Ranking Matrix" for the current list of outfalls and receiving waters.

## 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: 10

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

#### BMP:15 to the River

Message Description and Distribution Method:

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

Targeted Audience: Residential

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Youtube Views: 285

Message Date(s): December 2018

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

#### BMP:Think Blue - Fowl Water

Message Description and Distribution Method:

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

Targeted Audience: Residential

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

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

**BMP:Think Blue - Fowl Water**

Message Description and Distribution Method:

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

Targeted Audience: Residential

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

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

**BMP:How to Soak up the Rain Around Your Home & Garden**

Message Description and Distribution Method:

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

Targeted Audience: Residential

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

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

porous paving and rain garden lawn signs at end of workshop.

Message Date(s): March 2, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

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

Message Description and Distribution Method:

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

Targeted Audience: Residential

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

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

Targeted Audience: Residential

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

FB impressions: 6,507; PVPC regional e-newsletter impressions: 386

Message Date(s): May - 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:

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

Message Description and Distribution Method:

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

Targeted Audience: Residential

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

FB impressions: 4,396 : Posters distributed in region: 125

Message Date(s): June - July 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

Personalized mailing developed with input from UMass Cooperative Extension, explaining MS4 permit objectives and three recommended bmps (use of a mulching mower, composting if client has ability, keeping leaves off of driveways and roadways).

Targeted Audience: Business/ Commercial/ Institutional, with focus on Professional Landscapers

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Reached 26 landscaping companies in the region

Message Date(s): October 26, 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:Why should you care as a professional landscaper? Better land care practices**

Message Description and Distribution Method:

Personalized mailing developed with input from UMass Cooperative Extension, highlighting how lawn care practices can contribute to contaminated storm flows, and promoting two best practices (leave grass clippings where they fall, test your client's soil with link to UMass soil testing services).

Targeted Audience: Business/ Commercial/ Institutional, with focus on Professional Landscapers

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

Reached 127 landscaping companies in the region

Message Date(s): May 15, 2019

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:Best practices with residential geese**

Message Description and Distribution Method:

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

Targeted Audience: Business/ Commercial/ Institutional, with focus on landowners with goose problems

Responsible Department/Parties: Connecticut River Stormwater Committee

Measurable Goal(s):

None yet. See note below.

Message Date(s): Mailing planned for September 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:

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

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 Select Board hosted an open meeting on July 10, 2019 at 6:50 PM at Southwick Town Hall to discuss the development and implementation of the Storm Water Management Program (SWMP). The SWMP is also posted on the Town website for residents to review.

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

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

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

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

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

#### Sanitary Sewer Overflows (SSOs)

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

Number of SSOs identified: 0

Number of SSOs removed: 0

*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: 1

Total number of SSOs removed: 1

#### MS4 System Mapping

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

The Town stormwater system map can be found at the following url: <https://tinyurl.com/ms4-public-viewer-southwick>. The map includes locations of outfalls and receiving waters, open channel conveyances, stormwater treatment structures, water bodies, and initial catchment delineations. In addition, the map is partially complete with outfall spatial location, pipes, manholes, and catch basins.

#### 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: 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:

*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:*

**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:

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

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [UNITS]

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

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

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

**Employee Training**

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

The Town did not conduct employee training between 7/1/18 to 6/30/19. The prior employee training was

conducted on 4/26/18. The Town plans to conduct annual employee training in future years.

**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: 1

Number of inspections completed: 1

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:

In 2017, the Town secured an Efficiency and Regionalization Grant and partnered with Pioneer Valley Planning Commission (PVPC) to perform a Code Review. PVPC recommended updates to Town Bylaws in order to meet the new guidance in the MS4 Permit. This Code Review included the following bylaws:

Chapter 185 – Zoning

Chapter 315 – Subdivision of Land

The existing Sedimentation & Erosion Control Bylaw (Chapter 185, Section 36.1) will be updated as necessary to provide additional measures for Post-Construction Stormwater Management in New Development and Redevelopment as specified in the MS4 Permit. The process to incorporate these changes into the existing bylaw include a Public Hearing with the Planning Board and a successful vote of at least two-thirds at 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:

The existing Sedimentation & Erosion Control Bylaw (Chapter 185, Section 36.1) will be updated as necessary to provide requirements for submission of as-built drawings and ensure long-term operation and maintenance activities of completed construction site that are covered in the 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:

This item has not yet been addressed.

**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:

This item has not yet been addressed.

**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:

This item has not yet been addressed.

**MCM6: Good Housekeeping**

**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

A formal catch basin optimization plan will be developed in the upcoming year. Current practice is for crews to target catch basins or neighborhoods that have historically generated the largest amount of debris in the catch basin first, followed by other catch basins as time permits.

*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: 685

Number of catch basins cleaned: 176

Total volume or mass of material removed from all catch basins: 57 Cubic Yards

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

Total number of catch basins: 685

*If applicable:*

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

N/A

### Street Sweeping

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

The Town developed the attached Municipal Stormwater Infrastructure Operation and Maintenance Plan which details the proposed activities for catch basin cleaning, street and parking lot sweeping, winter road maintenance, and structural stormwater BMP's.

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

- Number of miles cleaned:
- Volume of material removed: 506+/- Cubic Yards
- 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 will continue its current practice of sweeping rural uncurbed roads with no catch basins once per year.

### Winter Road Maintenance

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

The Town developed the attached Municipal Stormwater Infrastructure Operation and Maintenance Plan (Attachment C) which details the proposed activities for catch basin cleaning, street and parking lot sweeping, winter road maintenance, and structural stormwater BMP's.

### 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:

This item has not yet been addressed.

#### **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:

This item has not yet been addressed.

#### **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:

This item has not yet been addressed.

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

Number of site inspections completed: 0

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 developed the attached Municipal Stormwater Infrastructure Operation and Maintenance Plan (Attachment C) which details the proposed activities for catch basin cleaning, street and parking lot sweeping, winter road maintenance, and structural stormwater BMP's.

## 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:

### Additional Information

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

N/A

### Activities Planned for Next Reporting Period

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

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space,

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

#### Annual Requirements

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

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

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

### 40 CFR 144.32(d) Certification

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

Name:

Randal Brown

Title:

DPW Director

Signature:

Randal B

Date:

9-30-19

*[Signatory may be a duly authorized representative]*