

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.

<u>Impairment(s)</u>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<u>TMDL(s)</u>			
In State:	<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	
Out of State:	<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:

Pages 9-12 of the Town of West Springfield Illicit Discharge Detection and Elimination Plan
- 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:

Appendix C of the Town of West Springfield Illicit Discharge Detection and Elimination Plan
- 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

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:

Street Sweeping Frequency - All streets once per year after winter activities, determine "targeted areas on the

basis of pollutant load reduction potential, catch basin cleaning, inspection results, and/or land use,," and include more frequent sweeping there of.

Catch Basin Cleaning - Prioritize CB's based on proximity to construction activities from Planning and Building on a yearly basis. Look at past years DPW Dashboard to identify problem CB's that operations have run into in the past. Plot all the construction locations/operational problem areas on GIS and create a buffer that captures all our CB's within an (X) radius of the locations and rank those "Problem" on our list, with the rest "High". The 50 percent full rule is only for (2) consecutive inspections/cleaning of any CB. Work with GIS to see if the field staff can get a CB Collector for their iPads, so things can be updated in the field. Otherwise, until developed, we can take the Dashboard sheet and edit the GIS data with it on a monthly basis. Proportionally, we can either color the Problem and High CB's specific colors and operations can work from one end of Town to the other with a general priority. The Town is also working on delineation of all 1200 private CB's in Town. Once complete this will assist us in phase 2 mapping requirements by showing us who is tied into our system by CB, and who treats on-site. This will allow us to expand the already existing stormwater mapping network, and will better differentiate the public/private cb's for municipal cleaning and inspections.

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 Town's approved final and approved version of the NOI is dated 4/19/19

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:[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:

Responsible Department/Parties:

Measurable Goal(s):

Town of West Springfield Facebook Video Views - 1,339 Views (Posted on 10/1/2018, still operational)
<https://www.facebook.com/westspringfield.ma/videos/vb.644017155610062/332510344243951/?type=2&theater>

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:[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:

Responsible Department/Parties:

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: West Springfield DPW/Connecticut River Stormwater Committee

Measurable Goal(s):

Leaf litter posters posted at several West Springfield schools (Memorial, Mittineague, and the High School) (See Attachments), and 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, 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? 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):

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:

We will be holding a public meeting on the recently drafted SWMP/IDDE Plans in October 2019 with the Town Council. We have been transparent with the stormwater video/plans on our website as well as social media blasts on our Facebook Page, by far the best source for public input in our Community. <https://www.facebook.com/westspringfield.ma/videos/vb.644017155610062/332510344243951/?type=2&theater>

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

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:

We are working on Phase 1 (Complete Phase 1 mapping within two (2) years of the effective date of permit), to develop an even more updated and complete GIS-based storm drain system map within the MS4 as we have an extensive GIS mapping and data collection program to date, to be completed in two (2) phases. Any additional information will be added to the mapping as it is collected.

Phase 1: ReMap all outfalls , all their receiving waters, and any open channel conveyances, with the following (4) additional criteria:

Interconnections with other MS4

Public BMP's

Impaired Water bodies

Initial Catchment Delineations

Phase 2: Map all pipes, manholes, catch basins, refined catchment delineations, and the Town's sanitary and/or combined sewer system, if applicable. Include spatial location of all outfalls. Complete Phase 2 within ten (10) years while documenting progress in annual reports.

Also October 2018 , we seeked a official determination from DEP to use the previous outfall inspection work done between 2007-2008, to narrow our scope of sampling and testing requirements in the new permit.

The thought is that since we already conducted dry weather screening (But didn't test or sample) for all 311 outfalls in Town, and the boundaries of our system have not expanded (311 Outfalls in 2007, 311 Outfalls in 2019), the Town wishes to only bid out the 27 Maybes, 17 Unable to Inspect, 2 Did not Inspect, and the 6 Yes's for sample testing (52 Total), and not the redundancy of the 203 No's.

Comparing the 2007 ORI form with the more recent ORI forms, they are fairly similar with only sections added for Quantitative and Outfall Characterization (Sec. 3 and 6), and additional Data Collection (Sec. 7).

We've already used the 2007 data to Rank and Inventory Outfalls as the new permit requires as part of the IDDE Plan within year 1. This way , if we can narrow our scope, and an ID is verified through sample testing,

we can immediately plan to work back upstream from the discharge point and isolate the source or illicit connection point, then re-mediate in ample time.

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:

Appendix C of the Town of West Springfield Illicit Discharge Detection and Elimination Plan

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:

Pg 29-36 of the Town of West Springfield Illicit Discharge Detection and Elimination Plan

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:

In accordance with Permit Section 2.3.4.8, catchment investigations of problem outfalls shall begin no later than two (2) years from the permit effective date and completed within seven (7) years of the permit effective date. Investigations of catchments associated with high and low priority outfalls shall follow the ranking of outfalls. All catchment investigations for problem, high, and low priority outfalls shall be completed within ten (10) years of the permit effective date.

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:

Pg 35 of the Town of West Springfield Illicit Discharge Detection and Elimination Plan

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: [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:

Total number of illicit discharges removed:

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

When the specific source of an illicit discharge is identified, the Town of West Springfield will exercise its authority as necessary to require its removal. The annual report will include the status of IDDE investigation and removal activities including the following information for each confirmed source:

- The location of the discharge and its source(s)
- A description of the discharge
- The method of discovery
- Date of discovery
- Date of elimination, mitigation or enforcement action OR planned corrective measures and a schedule for completing the illicit discharge removal
- Estimate of the volume of flow removed.

Employee Training

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

Annual IDDE training will be made available to all employees involved in the IDDE program. This training will at a minimum include information on how to identify illicit discharges and SSOs and may also include additional training specific to the functions of particular personnel and their function within the framework of the IDDE program. Training records will be maintained in Appendix F. The frequency and type of training will be included in the annual report. Tim Inacio attended the Question & Answer Webinar on Completing a MS4 Notice of Intent (NOI) on 8/9/2018 12:00 PM - 1:00 PM EDT, and the Preparing Your Stormwater Management Program or SWMP on 3/21/2019 1:30-2:30 PM EST. Trevor Wood, Deputy Director of Operations will be attending Certified Stormwater Inspector Training in October 2019 (Mayoral Approved and Paid), as the May 2019 classes were canceled in both Waltham and Providence.

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: 11

Number of inspections completed: 3

Number of enforcement actions taken: 0

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

Ordinance Development

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

The Town has some existing ordinances provisions as part of the previous permit relating to Post Construction Runoff /Construction Site Plan Review:

Landscaping Standards and Parking Lot Implementing Ordinance. Adopted December 2015. Z- 9.06
Stormwater Management and Erosion Control Z- 7.84
SubDRegs 11.1 Storm Drainage

The Town is almost finished Stormwater Management Ordinance (Permit) with help of PVPC and the MASS/ DEP 319 Grant, as references and who will be the permitting authority are being ironed out. It's currently being used as a Planning Board Special Condition, however, Town Council had yet to adopt it. Engineering Dept monitors and reports, withhold bonding as enforcement.

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:

Already included in official Town code and posted on our website :

Subdivision Regulations 13.4, 13.414 Location and inverts of drainage systems and any utilities required to be installed
Planning Board's Standard Conditions (Condition 14)

Updates to the requirements will be identified in each annual report, if applicable.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town will start preparation, in year 2, a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town will start preparation, in year 2, a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

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 will start preparation, in year 2, of developing a list of 5 permittee owned properties that could be modified or retrofitted with BMP's to reduce impervious areas within 4 years of the permit affective date (June 30th,2022) Report on progress and list any properties which have been retrofitted or modified in each annual report. A subsurface infiltration system was installed under the Town's Municipal Office building south parking lot.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Developed Standard Operating Procedures "SOP 3", Pg 1,2, (84-86) IDDE Plan (+ CB Inspection Form)

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:

"SOP 3"CATCH BASIN INSPECTION AND CLEANING , Pg 1,2, (84-86) IDDE Plan (+ CB Inspection Form)

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:

None

Street Sweeping

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

Town is already sweeping every local road in Town annually, this will be more depending on snowfall and treatment. Current target areas are underpasses and new areas of new development and construction will be incorporated in conjunction with reporting and GIS mapping of areas from the Building and Planning Department. Town-owned parking lots are swept once a year.

Within I year of the effective date of the permit (June 30th, 2019), establish and implement procedures to sweep streets and permittee-owned parking lots. Procedures will be updated and reported in the O&M Plan in Year one. All streets twice per year will be cleaned after winter activities in the spring and again in the fall. All other areas will be assessed as needed.

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

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

If applicable:

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

Town is already sweeping every local road in Town annually, regardless of stormwater collection systems being present.

Winter Road Maintenance

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

Currently establishing procedures for winter road maintenance including the use and storage of salt and sand; minimize the use of sodium chloride and other salts, and evaluate opportunities for use of alternative materials within one year of the effective permit date (June 30th, 2019). An update regarding implementation of said procedures will be provided in each annual report following preparation of the written procedures. Presently, paved roads are salted, dirt roads are sanded, salt (Tarp/Shed), sand (ordered as needed.)

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:

Will begin in the winter of 2019.

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:

Will begin in the winter of 2019.

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:

Will begin in the winter of 2019.

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:

None

O&M Procedures for Stormwater Treatment Structures

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

Currently establishing procedures for municipal stormwater treatment maintenance, "SOP 3" CATCH BASIN INSPECTION AND CLEANING , Pg 1,2, (84-86) IDDE Plan (+ CB Inspection Form).

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:

NA

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:

NA

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:

-Retrofit Properties Inventory -Green Infrastructure Report -Street Design and Parking Lots Report -Stormwater Management Ordinance (Permit) Adoption -Inventory of Permittee-Owned Properties -O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment -Stormwater Pollution Prevention Plan (SWPPP)
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Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

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

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]