

Year 2 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: July 1, 2019-June 30, 2020

****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. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.

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:

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:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
In State:	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" 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 type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<div>Clear Impairments and TMDLs</div>			

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 2 Requirements

- ☒ Completed Phase I of system mapping
- ☒ Developed a written catchment investigation procedure and added the procedure to the SWMP
- ☒ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- ☒ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- ☒ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- ☒ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
- ☒ operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Annual Requirements

- ☒ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - ☐ This is not applicable because we do not have sanitary sewer
 - ☐ This is not applicable because we did not find any new SSOs
 - ☒ The updated SSO inventory is attached to the email submission
 - ☐ The updated SSO inventory can be found at the following website:
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated outfall and interconnection inventory and priority ranking as needed

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

IDDE training was not performed in Year 2 due to social distancing requirements associated with COVID-19. The Town is working with a Consultant to perform IDDE and SWPPP training in Permit Year 3.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- ☒ Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☒ Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

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

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

ChlorideAnnual Requirements*Public Education and Outreach*

Included an annual message in November/ December to private road salt applicators and commercial

- ☐ industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed 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

- ☒ Increased 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 already existing or installed in the regulated area by the permittee or its agents

- ☐ was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. 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 were documented.

- ☐ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Potential structural BMPs - Town-owned BMPs have been inventoried. Phosphorus loads and removals from existing BMPs have not yet been calculated. These estimates will be performed in conjunction with the development of a Phosphorus Source Identification Permit Year 3.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

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 2016 Integrated List of Waters was finalized and includes the following new or removed impairments and/or TMDLs in Andover:

- Rogers Brook (MA83-04) covered under existing TMDL for E.Coli (previously only fecal coliform) and turbidity impaired was removed.
- Shawsheen River (MA83-18) covered under existing TMDL for E.Coli (previously only fecal coliform) and mercury in fish tissue impairment removed
- Shawsheen River (MA83-19) covered under existing TMDL for E.Coli (previously only fecal coliform) and DO impairment removed
- Unnamed Tributary to Meadow Brook, known as "Pinnacle Brook" (MA83-15) covered under existing TMDL for E.Coli (previously only fecal coliform)

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 this reporting period:**

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

BMP: Greenscapes 101 Webinar

Message Description and Distribution Method:

Forwarded Greenscapes on-line workshop offerings to Community Services librarian to share with contacts at Garden Clubs and seed sharing groups. They were also shared on Town DPW social media outlets. Greenscapes staff delivered a virtual presentation on residential stormwater management, the importance of natural solutions in combatting stormwater/water resource management, and made suggestions for at-home projects that interested residents could explore. Projects included using native grass species, converting a lawn into a water-friendly garden, and more. The webinar was recorded and posted on the Greenscapes website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

35 "attended" webinar. Recordings shared with 75 municipal staff June 6, 2020 and posted on Greenscapes website.

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: Keeping Water Clean - School Program

Message Description and Distribution Method:

Greenscapes presented their "Keeping Water Clean" Program on 12/9 and 12/10/19 at Bancroft Elementary School. Program engages 5th grade students in several activities designed to raise their stormwater and water conservation awareness. Students learn about what a watershed is, what stormwater, groundwater and wastewater are, how they can negatively or positively impact these water systems, along with more details about each system and how it should be protected/maintained.

Targeted Audience:

Responsible Department/Parties: DPW, Greenscapes North Coalition

Measurable Goal(s):

A total of 102 students, 11 parents and 7 teachers participated.

Message Date(s): 12/9/19 and 12/10/19

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: Pet Waste Literature Cards

Message Description and Distribution Method:

Pet waste literature cards are placed at the Memorial Hall Library reference area. They were also shared with local trails groups via the Community Service librarian. Pet waste literature is also printed on dog license paperwork when issued and made available at the Town Clerk's office for distribution to residents who visit the Town Office to purchase dog licenses. A 'Scoop the Poop' flyer was shared through social media on September 3, 2019 and links were provided to it in posts pertaining to socially responsible hiking during the Coronavirus threat on March 24, 2020. Retweeted Think Blue Massachusetts Scoop the Poop tweet on 02/13/20.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Distributed at library and directly to trail groups. 1,147 people reached with 9/3/19 post.

Message Date(s): Shared with trails groups 4/24/20. Posted on social media 09/03/19. Retweeted Think Blue tweet on 02/13/20. Continuously available at library.

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 Massachusetts "Fowl Water"

Message Description and Distribution Method:

On behalf of the members of the Greenscapes North Shore, Think Blue Massachusetts ran an educational

advertising campaign from May 16th to June 5th, 2020. The "Fowl Water" advertisement helps viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution. The Town also posted this video on social media.

Targeted Audience: Residents

Responsible Department/Parties: Think Blue Massachusetts

Measurable Goal(s):

106,308 social media impressions from Town residents through Facebook, Instagram and YouTube through the Think Blue program.

Message Date(s): May 16-June 5, 2020

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 described in original NOI. Supplemental to expected resident outreach.

BMP: Annual Water Quality Report

Message Description and Distribution Method:

The annual Water Quality Report made available in June includes the following messages:

- Stormwater management tips on car washings, vehicle repair, disposal of household hazardous wastes, septic system maintenance, yard waste management, pet waste, recycling and lawn care.
- Water conservation tips on plantings, lawn watering, use of rain barrels, and mulching.

Distributed to all water customers and posted on Town website.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Distributed to all water customers.

Message Date(s): June 2020.

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 annual water report is provided to all Town water customers allowing for wide distribution of various messages geared towards promoting good water quality, including septic system education.

BMP: How to Build a Raingarden and Cutting Down on Lawn

Message Description and Distribution Method:

Andover posted the ThinkBlue "How to Build a Rain Garden in Your Yard" story on social media. Tweet on "Cutting Down on Lawn - Alternatives to Grass."

Targeted Audience: Resident

Responsible Department/Parties: DPW

Measurable Goal(s):

654 people reached on raingarden. Alternatives to grass tweet on August 13, 2019.

Message Date(s): January 15, 2020 video post. Twee on 08/13/2019

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: "What is a Storm Sewer?" Social Media**Message Description and Distribution Method:**

Posted the Think Blue video "Stormwater Minute: What is a Storm Sewer?" on social media on January 24, 2020. Retweeted Think Blue tweet "Only Rain Down the Drain" on November 27, 2019. Tweeted a message on August 28, 2019 and October 16, 2019 outlining Town activities to clear leaves and debris from catch basins due to expected heavy rain and asking residents to do the same. Retweeted a message to clear away catch basins near homes and fire hydrants during a large storm on December 31, 2019.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

646 people reached.

Message Date(s): Video posted 01/24/2020. "Only Rain Down the Drain" tweet on 11/27/2019. Clear catch basins tweet on 08/28/19, 10/16/19 and 12/31/2019.

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:

Supplemented education program to provide additional information on the difference between sanitary and storm sewers.

BMP: Keep Town Sewer and Your Septic Clear

Message Description and Distribution Method:

Tweeted "No Wipes Down the Pipes and Cease the Grease?" on July 13, 2019.

Targeted Audience: Resident, Business, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Tweet on July 13, 2019.

Message Date(s): July 13, 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: Recycling and Leaf Collection

Message Description and Distribution Method:

Recycle Guide and Leaf Collection Flyer posted on website, available for pickup at Library, Water Treatment Plant, Town Offices and the Municipal Services Building, and mailed upon request. The Recycle Guide is also handed out with recycle bins for new residents. The Leaf Collection flyer is mailed with the Bald Hill Compost Permits. The Recycling and Trash Guide also contains tips to keep storm drains clean, including no dumping, proper disposal of yard wastes, fertilizer and pesticide use, car washing, and septic tank pumping.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Updated and distributed each fiscal year. Posted on social media.

Message Date(s): Posted each June/July.

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 Recycling Guide and Leaf Collection Flyer is provided to all Town water customers allowing for wide distribution of various messages geared towards promoting good water quality, including management of yard

waste, illicit discharges and septic system education.

BMP: Green Your Yard

Message Description and Distribution Method:

"Green Your Yard--Questions to ask when looking for a "Green" Landscaper" fact sheet posted on Andover's website. Provides tips for a healthy eco-friendly yard.

Targeted Audience: Residents

Responsible Department/Parties: DPW and Greenscapes North Shore Coalition

Measurable Goal(s):

Post on Town website.

Message Date(s): Continuously available.

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 this reporting period:**

SWMP Plan for Download - The Town has posted the SWMP Plan on Town website.

Stormwater Call Directory - The Town has implemented a service request application on the Town website or over the phone. It can be used for construction complaints 24 hours a day.

Classroom education is performed by Greenscapes as outlined under MCM1.

Watershed Organization Involvement - Conservation Director has partnered with the Shawsheen River Watershed Association (SRWA) and the Shawsheen Greenway/Andover Trails collective, and the Merrimack River Watershed Council. Conservation Director meets with Watershed groups and discusses stormwater concerns. Volunteers from the Shawsheen River Watershed Association and other groups check outfalls into the river and work to pinpoint areas not in compliance. These areas are investigated by the Conservation staff.

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

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

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

☒ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*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:

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- ☒ Outfalls and receiving waters
- ☒ Open channel conveyances
- ☒ Interconnections
- ☒ Municipally-owned stormwater treatment structures
- ☒ Waterbodies identified by name and indication of all use impairments
- ☒ Initial catchment delineations

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

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:

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:

No catchment investigations performed this period. The Town performed a review of records to identify system vulnerability factors (SVFs) and updated its IDDE Plan to include these findings.

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:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

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 (July 1, 2018).

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:

No illicit discharges found or removed this period.

Employee Training

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

IDDE training was not performed in Year 2 due to social distancing requirements associated with COVID-19. The Town is working with a Consultant to perform IDDE and SWPPP training in Permit Year 3.

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:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

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

Ordinance or Regulatory Mechanism

Below, select the option that describes your ordinance or regulatory mechanism progress.

- ☐ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements

- ☒ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ☐ Bylaw, ordinance, or regulations have not been updated or adopted

As-built Drawings

Describe 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:

The Town's regulations require the submission of as-built plans detailing the actual stormwater management system as installed before the surety has been released. The regulations also require Responsible Parties to submit an annual report by September 1st to the Planning Board documenting the inspection and maintenance of the BMPs for which they are responsible.

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 completed an inventory of its permittee-owned properties. Facilities will be evaluated for potential BMP retrofit opportunities during future permit years.

MCM6: Good Housekeeping**Catch Basin Cleaning**

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: 1,880

Number of catch basins cleaned: 1,880

Total volume or mass of material removed from all catch basins: 1,410 tons

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

Total number of catch basins: 4,755

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 sediment data during catch basin cleaning from year to year.

Street Sweeping

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

☒ Number of miles cleaned: 380

☐ Volume of material removed: [Select Units]

☐ Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

Stormwater Pollution Prevention Plan (SWPPP)

*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:

SWPPP inspections will begin in Permit Year 3.

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:

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Public Education - A workshop entitled, "Keeping Water Clean and Plentiful" was scheduled for May 14, 2020. It was cancelled in late March due to COVID-19.

Training - IDDE training was not performed in Year 2 due to social distancing requirements associated with COVID-19. The Town is working with a Consultant to perform IDDE and SWPPP training in Permit Year 3.

As a result of the COVID-19 outbreak, regulatory updates have not been finalized (they are in draft form) and adopted as planned during Permit Year 2. The Town now anticipates incorporating final revisions and

adopting stormwater regulatory updates as part of the Year 3 requirements under EPA's pending updated permit schedule.

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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

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
- 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
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:

Part V: Certification of Small MS4 Annual Report 2020**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:

Andrew Flanagan

Title: Town Manager

Signature:



Date:

9/29/20

*[Signatory may be a duly authorized
representative]*