

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 type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
	<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)				
<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 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 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:

Phase I Mapping - mapping of open channel conveyances, newly located outfalls, and stormwater BMPs are ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit. The Town is

currently working on completing its initial catchment delineations based on topographic mapping and is expected to be completed during fall 2020.

As-Builts and Long-Term O&M - the Town is working on incorporating procedures for submittal of as-builts and require long term operation and maintenance as part of its stormwater regulatory updates to be completed as part of the Year 3 requirements under EPA's pending updated permit schedule.

Written O&M Procedures - the Town recently hired a consultant to assist with completion of an Operation and Maintenance Plan that covers parks and open spaces, buildings and facilities, vehicles and equipment, and MS4 infrastructure. A draft has been completed, and it is anticipated that the plan will be finalized during fall 2020.

Facility Inventory - the Town and our new consultant will cooperatively develop a Facility Inventory of permittee-owned facilities to accompany the O&M Plan. It is anticipated that this will be completed during fall 2020.

SWPPPs - the Town has two potentially eligible facilities consisting of the Highway Garage and salt shed, however, both are located outside of the urbanized area and do not require SWPPPs. This will be documented in an internal memo during Year 3.

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 - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Outfall and Interconnections - the Town recently hired a consultant to assist with various IDDE permit requirements. As part of this effort, the consultant will delineate outfall catchment areas and complete an initial classification and priority ranking of each.

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:

Public Education and Outreach - the Town is a member of the statewide ThinkBlue campaign which distributed a number of public education messages throughout the year. Targeted messages addressed topics related to pet waste collection, septic system maintenance, and other general stormwater maintenance. The Town also distributed a fact sheet with dog license registrations/renewals. The Conservation Commission also distributed various targeted educational messages to each of the four audiences along with approved Orders of Conditions and Requests for Determination of Applicability, including flyers on pet waste to residential applicants. Additionally, the Town recently hired a consultant to develop a comprehensive public education program. In part, this program will consist of website text with a permit overview, specific messages and topics for each of the Town's four audiences, links to external websites, and links for download for numerous outreach brochures. The Town will also be provided with relevant seasonal messages for distribution. It is anticipated that this will be completed during fall 2020.

Nitrogen (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) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release 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 listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated consistent with Attachment 1 to Appendix H. 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 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:

Public Education and Outreach - the Town is a member of the statewide ThinkBlue campaign which distributed a number of public education messages throughout the year. Targeted messages addressed topics related to pet waste collection, lawn care and maintenance, leaf litter cleanup, winter deicing/salting, and other general stormwater maintenance. The Town also distributed a fact sheet on leaf litter collection in October 2019. The Conservation Commission also distributed various targeted educational messages to each of the four audiences along with approved Orders of Conditions and Requests for Determination of Applicability, including flyers on pet waste and lawn and garden care to residential applicants. Additionally, the Town recently hired a consultant to develop a comprehensive public education program. In part, this program will consist of website text with a permit overview, specific messages and topics for each of the Town's four audiences, links to external websites, and links for download for numerous outreach brochures. The Town will also be provided with relevant seasonal messages for distribution. It is anticipated that this will be completed during fall 2020.

Structural BMPs - The Town is currently developing an inventory of its town-owned Stormwater BMPs, expected to be completed during Year 3. BMP pollutant removal has not yet been computed, and it is expected that this will be completed as part of a future Source Identification Report to be completed by Year 4.

Solids, Oil and Grease (Hydrocarbons), or MetalsAnnual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- × Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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:

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

Catch Basin Prioritization - the Town recently hired a consultant to assist with development of a Catch Basin

Cleaning Optimization Plan, expected to be completed during Fall 2020.

Lake and Pond Phosphorus TMDL

Completed Legal Analysis

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:

A Legal Analysis has not yet been completed, however, the Town's consultant expects to complete this during fall 2020.

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:

Charlton has determined it is subject to the following additional TMDL and Impaired Waters requirements:

- McKinstry Brook (MA41-13), Bacteria Impaired Waters requirements (Appendix H, Part III.)
- Dresser Hill Pond (MA42014), Turbidity Impaired Waters requirements (Appendix H, Part V.)
- Gore Pond (MA42018), Turbidity Impaired Waters requirements (Appendix H, Part V.)
- Pikes Pond (MA 42044), Turbidity Impaired Waters requirements (Appendix H, Part V.)
- Sibley Pond (MA41047 and 41048), Turbidity Impaired Waters requirements (Appendix H, Part V.)

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: Video, ThinkBlue Massachusetts "Fowl Water"

Message Description and Distribution Method:

ThinkBlue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>) Advertisement on Facebook, Instagram, & YouTube.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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: Annual message - Proper lawn maintenance

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

approximately 3,000 reaches per month.

Message Date(s): Nov 1, 2019; April 28 & 30, 2020; May 14 & 22, 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:

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

BMP: Annual leaf litter message - Leaf litter & brush collection

Message Description and Distribution Method:

ThinkBlue Massachusetts shared posts on Facebook in Fall to encourage proper disposal of leaf litter.

Targeted Audience: Residents

Responsible Department/Parties: Conservation / Storm Water Dept.

Measurable Goal(s):

The ThinkBlue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Sep 26 & 27, 2020; Oct 1, 8, & 11, 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:

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

BMP: Annual pet waste message - Scoop the Poop

Message Description and Distribution Method:

ThinkBlue Massachusetts shared posts on Facebook in summer to encourage the proper management of pet waste.

Targeted Audience: Residents

Responsible Department/Parties: Conservation / Storm Water Dept.

Measurable Goal(s):

The ThinkBlue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): July 17, 2019; Aug 14, 2019; April 9, 14, & 16, 2020; May 13, 18, 28 & 29, 2020; June 2, 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:

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

BMP: Annual septic maintenance message

Message Description and Distribution Method:

ThinkBlue Massachusetts shared posts on Facebook regarding Septic Smart week to provide information to owners of septic systems about proper maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Conservation / Storm Water Dept.

Measurable Goal(s):

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

Message Date(s): September 16, 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:

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

BMP: Annual winter deicing/salt message

Message Description and Distribution Method:

ThinkBlue Massachusetts shared posts on Facebook regarding road salt application for residential, commercial, & industrial site owners on the proper storage and application rates of winter deicing material.

Targeted Audience: Residents; Businesses, institutions and commercial facilities

Responsible Department/Parties: Conservation / Storm Water Dept.

Measurable Goal(s):

The ThinkBlue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Nov 14, 2019; Dec 5, 9, 13, 17, 18, 16, & 24, 2019; Jan 7, 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:

As part of a statewide coalition and utilizing funding through a grant from MassDEP, the Town of Charlton successfully pioneered creation of the Massachusetts ThinkBlue educational campaign to expand participating communities' reach on social medial platforms to better reach community members via digital means.

BMP: Pet Waste Brochure Distribution

Message Description and Distribution Method:

Distribute a fact sheet with dog license registrations/renewals.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk / Conservation / Storm Water Dept.

Measurable Goal(s):

Distribute fact sheets on dog waste cleanup with all dog license registrations and renewals.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements × Appendix H Requirements

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

If yes, describe why the change was made:

To comply with TMDL requirements.

BMP: Stormwater Fact Sheets

Message Description and Distribution Method:

The Conservation Commission distributed various targeted educational messages to each of the four audiences along with approved Orders of Conditions and Requests for Determination of Applicability, including (Residential: pet waste and lawn & garden care; Commercial: waste dumpsters; Developers: erosion controls;

Industrial: gas, oil, and grease).

Targeted Audience: Residents; Businesses, institutions and commercial facilities; Developers; Industrial

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Distribute audience-specific fact sheets with all Conservation Commission permit approvals.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements × Appendix H Requirements ×

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

If yes, describe why the change was made:

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 made the SWMP Plan publicly available for public comment.

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:

All known outfalls and receiving waterbodies with impairments have been mapped to date. Mapping of open channel conveyances, newly located outfalls, and stormwater BMPs are ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit. The Town is currently working on completing its initial catchment delineations based on topographic mapping and is expected to be completed during fall 2020.

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:

N/A, none completed to date

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:

N/A, none completed to date

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

Number of catchment investigations completed this reporting period:

*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:

N/A, not yet started

IDDE Progress

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

- 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:

Employee Training

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

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

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 is working on incorporating procedures for submittal of as-builts and require long term operation and maintenance as part of its stormwater regulatory updates to be completed as part of the Year 3 requirements under EPA's pending updated permit schedule.

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:

N/A, to be completed 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:

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.

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:

Street Sweeping

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

- Number of miles cleaned:
- Volume of material removed: [Select Units]
- Weight of material removed: tons

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:

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

SWPPPs - the Town has two potentially eligible facilities consisting of the Highway Garage and salt shed, however, both are located outside of the urbanized area and do not require SWPPPs. This will be documented in an internal memo during 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:

N/A, not started yet.

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:

In summer 2020, the Town hired a consultant to complete a number of items that have not yet been completed to date. SWMP components to be completed include the following:

- Written SWMP Plan
- Written IDDE Plan, including delineating, classifying, and ranking outfall catchments
- Winter Road Maintenance Plan
- Facility Inventory
- Operation and Maintenance Plan for facilities and stormwater infrastructure
- Catch Basin Cleaning Optimization Plan
- Public education program
- LPCP Legal Analysis

Since that time, the Town's consultant has prepared drafts of the SWMP Plan, IDDE Plan and catchment delineation/classification/ranking, O&M Plan including winter road maintenance procedures, a Catch Basin Cleaning Optimization Plan, LPCP Legal Analysis, and information related to public education. It is expected that these materials will be finalized during fall 2020 which will largely bring the town into compliance with Year 1 and Year 2 requirements except for completion of some of the annual requirements (e.g. IDDE Training) due to COVID-19 impacts. The remainder of Year 3 will be dedicated to completing any remaining Year 1 and 2 items, as well as completing a preliminary screening of all known outfalls that can be located.

The bulk of the above items are anticipated to be completed during fall 2020, upon which the town is expected to be largely in compliance with the Year 2 permit requirements.

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:

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Public Education and Outreach - public education messaging was not completed during Year 2 in part due to the COVID-19 outbreak.

General - from June 2019 through February 2020, Charlton was without a dedicated Town Administrator to oversee program implementation, and the Town's primary MS4 program contact was injured on the job and has not yet returned to his position. These occurrences, coupled with the COVID-19 outbreak, have set back the Town's MS4 program by approximately 1 year, however, we plan on catching up during the coming Year 3 permit year as outlined elsewhere in this report.

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:


As noted previously, the Town anticipates spending the first half of Permit Year 3 completing items that have not yet been completed during Year 1 and Year 2. The second half of Permit Year 3 will involve completing a number of items annually required (e.g. IDDE training and BMP inspections), as well as attempt to inspect all known stormwater outfalls during dry weather. The Town anticipates that by the end of Permit Year 3, it will be largely in compliance with the first three years of required items.

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 M. Golus Title: Town Administrator

Signature:  Date: 9/17/2020

[Signatory may be a duly authorized representative]