

**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>

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" 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
<input type="button" value="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:

While referenced in the SWMP, the detailed written catchment investigation procedures were incorporated into the Town's IDDE Plan, not the actual SWMP. The IDDE Plan and SWMP are currently two separate documents. Written SWPPPs were developed for the Town's DPW Facility and Wastewater Treatment

Facility during Year 2. However, these are separate standalone documents and the completed SWPPPs were not incorporated into the written SWMP although again, they are referenced in this document.

### 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:

The Town completed annual training for employees on the IDDE Program on September 20, 2019. The Town had hoped to provide a second training towards the end of the permit year, but the Town was not able to complete this training due to the effects of COVID-19. The Town has developed the materials necessary to conduct these trainings, and will hold the training again once it is deemed safe to do so.

Some public engagement and participation activities, such as the annual waterbody and roadside cleanup days, could not be held during Permit Year 2 due to COVID-19. These BMPs will resume in Permit Year 3 assuming it is safe to do so.

### **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:

## **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:

Under the requirements of Appendices F and H of the Permit, the Town is only required to calculate estimated phosphorus removal from BMPs installed as part of the Phosphorus Source Identification Report, which is due in Permit Year 4. As dictated by the permit, at least one structural BMP must be installed by the end of Permit Year 6. Appendix H does not require permittees to estimate the amount of phosphorus removed by existing structural BMPs-- that is only a requirement for BMPs discharging to a waterbody with an existing TMDL for phosphorus where permittees are seeking credit for phosphorus removed as part of a comprehensive Phosphorus Control Plan. The structural BMP requirement above will therefore be met in future permit years as the Town works to develop its Phosphorus Control Plan for areas discharging to the Charles River.

**Charles River Watershed 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:

*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:

Changes have been made to the list of receiving waters and outfalls as additional data has been collected regarding outfall ownership, outfall discharge location, and drainage system configuration as part of a comprehensive drainage mapping effort. In 2019, the Town received grant funds from the Massachusetts Clean Water Trust and MassDEP to develop an Asset Management Plan for its water, wastewater, and stormwater systems. Part of this plan included conducting an inventory of all assets, or components of the stormwater system, that are owned and operated by the Town, and updating attribute data in the Town's stormwater GIS.

No new applicable impairments or TMDLs have been identified as part of this effort. The updated list of outfalls, receiving waters, and impairments included in the Town's Stormwater Management Plan reflects these changes.

## 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:Web Page - Lawn Care**

Message Description and Distribution Method:

The Town adopted information from ThinkBlue Massachusetts relating to proper lawn care and fertilizer use and posted this information to its website: [https://www.hopkintonma.gov/LawnCareFlyer\\_ThinkBlueMassHopkinton.pdf](https://www.hopkintonma.gov/LawnCareFlyer_ThinkBlueMassHopkinton.pdf)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

This information was made available to the general public for the entirety of the reporting period, and will remain available for the duration of the permit term. This message is posted to the Department of Public Works' website, which was viewed by 6,055 unique users during the reporting period.

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:Web Page - Leaf Litter**

Message Description and Distribution Method:

The Town adopted an informational flyer developed by ThinkBlue Massachusetts about proper disposal of leaf litter and posted it to its website: [https://www.hopkintonma.gov/LeafLitterFlyer\\_ThinkBlueMassHopkinton.pdf](https://www.hopkintonma.gov/LeafLitterFlyer_ThinkBlueMassHopkinton.pdf).

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

This information was made available to the general public for the whole reporting period, and will remain available for the duration of the permit term. This message is posted to the Department of Public Works'

website, which was viewed by 6,055 unique users during the reporting period.

Message Date(s): FY2020

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:Web Page - General Information**

Message Description and Distribution Method:

The Town continued to maintain a general information poster adopted from ThinkBlue Massachusetts on its webpage. The poster, entitled "Clean Water Begins with You", covers topics including pet waste management, trash management, preventing erosion and sedimentation from construction sites, and the role industrial facilities and businesses can play in preventing stormwater pollution: <https://www.hopkintonma.gov/Think%20Blue%20Massachusetts%20Stormwater%20Flyer.pdf>

Targeted Audience: Residents, Developers, Industrial Facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

This information was made available to the public for the entire reporting period, and will be maintained on the Town's website for the duration of the permit term. This message is posted to the Department of Public Works' website, which was viewed by 6,055 unique users during the reporting period.

Message Date(s): FY2020

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:Web Page - Erosion and Sediment Control**

Message Description and Distribution Method:

The Town continued to maintain an informational flyer about erosion and sediment control on construction sites on its website during the permit term. This flyer, which was adopted from materials provided by ThinkBlue Massachusetts, encourages developers to understand the local standards for erosion and sedimentation control and to apply for a Construction General Permit if necessary: <https://www.hopkintonma.gov/Sediment%20and%20Erosion%20Control%20for%20Developers.pdf>

Targeted Audience: Developers

Responsible Department/Parties: Land Use Permitting and Planning (LUPP)

## Measurable Goal(s):

This information was made available to the public for the entire reporting period, and will be maintained on the Town's website for the duration of the permit term. This message is posted to the Department of Public Works' website, which was viewed by 6,055 unique users during the reporting period.

Message Date(s): FY2020

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:Mailings - Pet Waste**

## Message Description and Distribution Method:

The Town printed out the flyer entitled "Do Your Doody for Clean Water", which provides information regarding proper disposal of pet waste and the impacts of improperly disposed of pet waste on surface waters. Copies of the flyer were mailed to each dog license holder in Hopkinton.

Targeted Audience: Residents

Responsible Department/Parties: DPW

## Measurable Goal(s):

This message was mailed to the approximately 2,000 dog license holders in Hopkinton during the reporting period.

Message Date(s): FY2020

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP:Flyer/ Mailing - Septic Systems**

## Message Description and Distribution Method:

The Town included the SepticSmart flyer from EPA in bags that were distributed at the Health and Wellness Fair that was held on August 3, 2019 and attended by residents. Notices were distributed in septic system renewal applications, and flyers were also made available at the Health Department and Building Department offices. The flyer contained information on septic system inspection and maintenance and included tips for better system performance such as not pouring fats, grease, solids, or harsh chemicals down the drain.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

This flyer reached a large number of septic system owners beyond what is required under the Permit, raising awareness of proper system care and helping to prevent contaminants from recharging into the groundwater. Flyers were issued with every septic system permit renewal application.

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:

[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:**

The Town kept the SWMP posted to its website for the entirety of the reporting period. The Town has recently updated their SWMP to reflect Year 2 accomplishments. The SWMP will continue to be made available on the Town's website for public review and 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:**

The Town held its annual hazardous waste collection day on July 27, 2019, providing residents with the opportunity to properly dispose of paints, paint thinners, waste fuels, motor oil, vehicle fluids, pesticides and herbicides, household cleaning products, pool chemicals, fire extinguishers, and propane tanks. The Town continued its monthly collection of white metals and its weekly collection of yard waste and electronic waste during the majority of the reporting period-- the collections were suspended in March, April, and May due to the impacts of COVID-19.

Hopkinton continued to participate in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through Think Blue Massachusetts from May 16 to June 5, 2020. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, vehicle washwater, and motor oil become stormwater pollution. While ad impressions targeted members of all communities in the CMRSWC, 24,781 Facebook and Instagram ad impressions and 24,477 YouTube ad impressions can be attributed to Hopkinton residents during the reporting period. The ad campaign was followed by a survey of residents in all targeted communities-- those who recalled seeing the ad

were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

### **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:

In 2019, the Town received grant funds from the Massachusetts Clean Water Trust and MassDEP to develop an Asset Management Plan for its water, wastewater, and stormwater systems. Part of this plan included conducting an inventory of all assets, or components of the stormwater system, that are owned and operated by the Town, and updating attribute data in the Town's stormwater GIS. Updates made to the Town's MS4 mapping as a result of the Asset Management Plan have been reflected in the SWMP. The Town also developed a BMP inspection form, which was linked to the Town's Drainage GIS, and used to complete inspection of BMPs during Permit Year 2.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

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

No outfalls or interconnections were screened for dry weather flow during Permit Year 2. The Town will screen all outfalls and interconnections during Permit Year 3.

*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:

The Town has not begun dry or wet weather catchment investigations, as no problem catchments were identified in the catchment prioritization and ranking developed during Permit Year 1. The presence or absence of System Vulnerability Factors in each catchment were identified during Permit Year 1 and have been attached to this submission. The System Vulnerability Factor matrix is also included in the Town's IDDE 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:*

### **IDDE Progress**

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

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

N/A

*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**:

An in-person training on the Town's IDDE program and good housekeeping/pollution prevention procedures for municipal employees was held on September 20, 2019. There were 20 members of the DPW staff, including members of the highway, water, and sewer departments, that attended the training session. The Town had hoped to provide a second training towards the end of the permit year, but the Town was not able to complete this training due to the effects of COVID-19. The Town has developed the materials necessary to conduct these trainings, and will hold the training again once it is deemed safe to do so.

### **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:

The Town of Hopkinton's planning department had eight site plan approvals and one subdivision approval during the reporting period. 162 of the reported site inspections are related to the site plan approvals, and the remaining two are related to the subdivision. No enforcement actions were taken during the reporting period.

### **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 Stormwater Regulations have language in place requiring developers to submit as-built drawings for the stormwater management system prior to the issuance of a Certificate of Completion. Those regulations also require the submission of an operation and maintenance plan prior to project approval and the issuance of a stormwater management permit. The Town is reviewing these procedures and will make any updates necessary for compliance with the 2016 MS4 Permit by the end of Permit Year 3. The Town is also actively reviewing their existing regulations and identifying language that needs to be incorporated by the end of Permit Year 3 to meet additional requirements as they relate to post-construction stormwater management.

### **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 develop a report assessing existing design standards for streets and parking lots to determine if those standards can be modified to support low impact design options. The report will be completed by the end of Permit Year 4 as outlined in the Town's NOI and as required by the Permit.

### **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 develop a report assessing existing local regulations to determine the feasibility of allowing and/or encouraging green infrastructure practices when appropriate site conditions exist. The report will be completed by the end of Permit Year 4 as outlined in the Town's NOI and as required by the Permit.

### **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 develop an inventory of at least 5 municipal properties that could be retrofitted with BMPs by the end of Permit Year 4.

## **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:

The Town has developed a draft Catch Basin Optimization Plan, which identifies those catch basins that were more than 50% full during the most recent round of catch basin cleaning. Those catch basins were categorized as "High Priority", and will be among the first to be cleaned in the next round of catch basin cleaning. Cleaning of catch basins for 2020 is currently ongoing, and this data will again be incorporated into the Town's Catch Basin Optimization Plan. Once finalized, the Catch Basin Optimization Plan will include procedures for the necessary actions to be taken if a catch basin sump is found to be more than 50% full during two consecutive routine inspections. The Town does now have in place an electronic catch basin inspection and cleaning form, which is linked to their GIS. It has an accompanying dashboard, which allows the Town to track and monitor catch basin cleaning operations as they proceed in the field.

**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:  [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:

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

Inspections were completed as part of the development of the SWPPPs for the WWTF and the DPW Facility. Where applicable, recommendations were made as part of each SWPPP that the Town is working to address in accordance with the timelines identified in each SWPPP. However, no corrective actions were taken at each of these facilities during Permit Year 2.

**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:

Impacts due to COVID-19 response are noted above in applicable MCMs/sections of this annual 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:

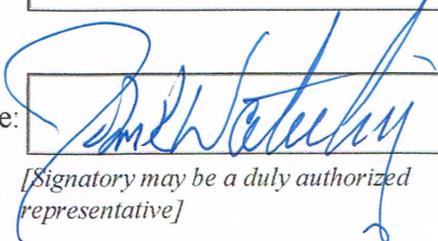
## Part V: Certification of Small MS4 Annual Report 2020

### 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:

Title:

Signature: 

Date:

*[Signatory may be a duly authorized representative]*