

# 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: Town of Wakefield

EPA NPDES Permit Number: MAR041065

#### Primary MS4 Program Manager Contact Information

Name: William Renault, P.E.

Title: Town Engineer

Street Address Line 1: 1 Lafayette Street

Street Address Line 2:

City: Wakefield

State: MA

Zip Code: 01880

Email: wrenault@wakefield.ma.us

Phone Number: (781) 246-6301

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <http://www.wakefield.ma.us/stormwater/pages/public-involvement-and-participation>

Date SWMP was Last Updated: Jun 30, 2020

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 checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" 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 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:

Written SOPs were developed to cover most MS4 infrastructure maintenance activities. Maintenance SOP still needs to be developed for bioretention area in Permit Year 3, as the Town installed its first retrofit bioretention area in Permit Year 2.

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:

**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:

The Town is fully sewerer.

**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:

**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:

The Town installed its first retrofit bioretention area retro fit in Permit Year 2 for the Gertrude Spaulding Park Rehabilitation. Nitrogen and Phosphorus removal calculations for the new bioretention area are attached to this Annual Report.

*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:

## 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:** 10

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: Think Blue Lawn Care Twitter Post.**

Message Description and Distribution Method:

Think Blue Massachusetts infographic on residential lawn care disseminated through the Town's twitter

Targeted Audience: Residents

Responsible Department/Parties: DPW - Engineering

Measurable Goal(s):

Evaluate views, comments and shares.

Message Date(s): 5/18/20

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:

Utilized new infographic and Town Social Media

---

#### **BMP: Online Stormwater Tips for Residents**

Message Description and Distribution Method:

Online posters are included on the Town's Public Education and Outreach section of the Town's Stormwater page outlining proper dog waste disposal, lawn care, car washing, etc.

Targeted Audience: Residents

Responsible Department/Parties: DPW - Engineering

Measurable Goal(s):

Track page views for audience.

Message Date(s): Ongoing throughout Year 2

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: Online Stormwater Tips for Businesses / Industrial Businesses**

Message Description and Distribution Method:

Online posters included on the Town's Public Education and Outreach section of the Town's stormwater page. Posters include content on Waste Removal & Cleaning, Parking Lot Care, General Care of Grounds, Car maintenance, Hazardous Waste Day, Spill Prevention and Dumpster Care

Targeted Audience: Commercial/Industrial

Responsible Department/Parties: DPW - Engineering

Measurable Goal(s):

Track page views to determine audience use.

Message Date(s): Ongoing throughout Year 2

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: Dog Waste Pledge**

Message Description and Distribution Method:

Scoop the poop pledge coordinated with dog license renewals . Program provides Public Works dog waste bags and bag holder for all pledges. The Town received 1,510 dog license renewals.

Targeted Audience: Residents

Responsible Department/Parties: DPW and Town Clerk

Measurable Goal(s):

Track number of dog owners signing pledge.

Message Date(s): December 2019 through February 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:

---

**BMP: Stormwater Page**

Message Description and Distribution Method:

Posted seasonally relevant information and provide general information on the Town's NPDES MS4 permit activities

Targeted Audience: Residents, Buisnesses, Industrial and Developers

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s): Ongoing throughout Year 2

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:Yard Waste Social Media Messaging**

Message Description and Distribution Method:

Provided monthly information on the proper disposal of leaf litter and glass clippings and availability of the Town's Yard Waste Site through social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Message during the spring and fall to meet Appendix H requirements.

Message Date(s): 10/29/19, 11/6/19, 3/21/20, 4/3/20 5/12/20

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: Wakefield 101**

Message Description and Distribution Method:

Provide information on stormwater and leaf and grass disposal at the new resident open house "Wakefield 101"

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Attend event annually

Message Date(s): 11/21/19

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: DPW Newsletter**

Message Description and Distribution Method:

Newsletter mailed with quarterly bill for all water customers: Fall 2019 and Spring 2020. Include targeted Stormwater information for residents/ businesses/ industry/ and commercial facilities. Message also includes information on the disposal of leaf and lawn clipping at the Town's Yard Waste site. Newsletter reaches over 8,000 water customers.

Targeted Audience: All water customers: industrial, commercial, residential properties

Responsible Department/Parties: DPW

Measurable Goal(s):

Provide mess

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: Household Hazardous Waste Day**

Message Description and Distribution Method:

Conduct household hazardous waste collection day with the Town of Reading.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Conduct twice per year.

Message Date(s): 4/27/20 & 5/9/20

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: Town Events**

Message Description and Distribution Method:

Provide general stormwater information to residents at Town Events.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Attend events as practicable.

Message Date(s): 8/24/19 (Festival Italia), 12/7/19 (Holiday Stroll)

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:**

MS4 Permit requirements and Town's SWMP discussed at the Clean Lake Committee's advertised public meeting on 3/5/20.

SWMP Review and comment opportunity planned to be provided through the Public Participation section of the Town's Stormwater Website. Work was not completed as proposed. Further information included in the COVID-19 Impacts Section of this Annual Report.

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:**

Residential Rain Barrel Program kicked off in Spring 2020. Barrel pick-up completed on May 28, 2020 with 187 residents participating in 2020. Notices provided through the Spring Public Works newsletter and the Town's twitter.

Scoop the poop pledge coordinated with dog license renewals. Program provides Public Works dog waste bags and bag holder for all pledges. The Town received 1,510 dog license renewals.

Public Works maintains several dog waste bag stations around the walking areas of Lake Quannapowitt.

Initiated monthly Clean Lake Committee meetings to review possible sustainable retrofit projects, regulatory initiatives and enhanced maintenance activities to improve the water quality to Lake Quannapowitt. Committee is chaired by the Town Engineer and includes members of the Conservation Commission, Friends of Lake Quannapowitt, citizens at large and high school student representatives.

## 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:

Map accuracy increased through a town-wide flyover completed 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:

*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:

Follow up catchment investigations were initiated for the 24 Problem Outfalls identified in the Year 1 investigations. Dry weather flow was observed in one outfall only. Performed a follow-up visual inspection upstream of that outfall and found that it drains a wetland. Samples for that outfall to be collected in Permit Year 3 to confirm the source of the dry weather flow. Reports for all 24 outfalls are attached to this annual report.

### **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:

All outfall screening and ranking was completed in Permit Year 1. Follow up investigation began in Permit Year 2. To date, no confirmed illicit connections have been identified.

### **Employee Training**

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

Annual IDDE training is provided for the foreman and supervisors of the Highway, Water/Sewer, Engineering and Building Maintenance and Vehicle Maintenance Divisions held on October 31, 2019.

Training includes the general information on the NPDES MS4 program, how to spot an illicit discharge, spill prevention and spill kit use for cleanup.

**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 reviewed projects did not commence during the reporting period to due COVID.

**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:

As-built submittals are conditioned for all projects permitted through the Planning Board, Zoning Board of Appeals and Building Department meeting NPDES MS4 and/or Wakefield Stormwater Bylaw thresholds. Long Term O&M Plans permitted to require annual maintenance report submittals to DPW.

**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:

Report not initiated.

### **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:

Report not Initiated.

### **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 began the review of sustainable infrastructure retrofit options through the newly Formed Clean Lake Committee as noted in the Public Participation Section. The committee identified 25 possible projects including several sustainable infrastructure retrofits. The committee will look to expand the effort outside of the Lake Quannapowitt watershed by 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:

Wakefield finished the last year of a 3-year catch basin cleaning contract in Permit Year 2. A new catch basin

cleaning contract will be bid in Permit Year 3 and will include provisions for reporting of visual inspection of basins and measurements of volume of material removed during the cleaning. The data for this contract will be utilized to optimize the CB cleaning program. The current contract required full townwide cleaning twice per fiscal year.

### **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:

No corrective actions recommended by consultant.

## **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:

The Town no longer has an Environmental Manager position. The role of the NPDES MS4 compliance has been moved to the Public Works - Engineering Division and the Town Engineer. In reviewing the work completed in Year 2 it was discovered that the SWMP online posting was not properly completed within Year 1 or 2. The Town is updating the website to incorporate all SWMP sections as proposed within the NOI and this Annual Report. The SWMP information is expected to be posted by the end of September with further refinement of the webpage being completed throughout Permit Year 3.

### **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:

Update the Town's Stormwater Website to include the full SWMP and conduct public review meetings through the Town's Clean Lake Committee and Advisory Board of Public Works.

Move to investigate High Priority catchments.

SOP for the Maintenance of Bioretention Areas

Update contract for the catch basin cleaning and begin optimization program.

## 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.

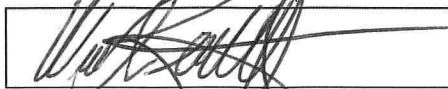
Name:

William J. Renault

Title:

Town Engineer

Signature:



Date:

09/28/20

*[Signatory may be a duly authorized representative]*