

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)

Bacteria/Pathogens Chloride Nitrogen Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State: Assabet River Phosphorus Bacteria and Pathogen Cape Cod Nitrogen
 Charles River Watershed Phosphorus Lake and Pond Phosphorus

Out of State: Bacteria/Pathogens Metals Nitrogen 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:

Although 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 the SWMP are currently two separate documents. Written SWPPPs were developed for the Town's DPW Facility and Transfer Station. However,

these are separate standalone documents and the complete documents 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 annual employee IDDE training was scheduled for March 2020, but could not be completed by June 30th due to COVID-19. The Town will instead be conducting the training in a virtual format, with employees watching a prerecorded presentation that has been developed and tailored to the Town.

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:

The Town does not currently have any impaired water bodies with approved TMDLs for phosphorus. The Town does have direct discharges to water bodies that are impaired for phosphorus or that are tributary to water bodies that are impaired for phosphorus without an approved TMDL. Appendix H requires the Town to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as a 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 permittees discharging to a waterbody with an existing TMDL for phosphorus where a municipality wants to obtain credit for phosphorus removed as part of a comprehensive Phosphorus Control Plan. The structural BMP requirement above is therefore not applicable to Winchester. However, once the Town begins installation of structural BMPs as identified as part of their Phosphorus Source Identification Report, the Town will track and estimate the phosphorus removed by the BMP consistent with Attachment 3

to Appendix F, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year. However, during the reporting period, the Town did install a large infiltration chamber as part of the Wildwood Drainage Project, and phosphorus removal was estimated for this system. Information is attached to this e-mail submission.

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual 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:

The Town continues to work to collect data to build the required Catch Basin Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow.

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

According to the 2016 Final Integrated List of Waters, the Aberjona River is no longer impaired for turbidity, which means that the Town should no longer be subject to the impaired waters requirements as they relate to solids, oil, and grease, or metals as stated above.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes
 No

If yes, describe below, including any relevant impairments or TMDLs:

The list of outfalls and their receiving waters was updated during Permit Year 2 as part of the completed dry-weather outfall screening and sampling. The updated list of receiving waters and outfalls is included in Section 1 of the Town's SWMP. The following changes have been made to the Town's list of impaired waters since the permit effective date: the Aberjona River is no longer impaired for turbidity based on the 2016 Integrated List of Waters and the Upper Mystic Lake is now impaired for enterococcus.

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:1-1: Brochures/Pamphlets -- Residents

Message Description and Distribution Method:

The Town planned to distribute stormwater information to residents through the annual MWRA Consumer Confidence Report mailing. Due to a change in policy, MWRA no longer allows communities to add information regarding stormwater to the consumer confidence report. This information was posted to the Town's stormwater webpage instead: <https://www.winchester.us/466/Stormwater-Information>

Stormwater brochures were also made available at the Building and Engineering Departments.

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:1-2: Local Public Service Announcements -- Residents

Message Description and Distribution Method:

The Engineering Department worked with MyRWA to develop a stormwater PSA specific to Winchester. The PSA was released via WinCAM.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The PSA aired 98 times during the reporting period. WinCAM has a total of 6,800 subscribers and streams online.

Message Date(s): Permit 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:1-3: Website/E-mail List Service/Press Release -- Residents

Message Description and Distribution Method:

The Town distributed educational messages to encourage the proper use and disposal of grass clippings, and use of slow-release and phosphorus-free fertilizers; the proper management of pet waste; and the proper disposal of leaf litter. This message was primarily distributed on the Town's website and in local newspapers.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater website had 33 visitors during the reporting period. A message regarding proper disposal of leaf litter was published in the Daily News Chronicle, a local newspaper that is distributed townwide.

Message Date(s): Website maintained during Permit Year 2; news article published in November 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP:1-4: Displays/Posters/Kiosks -- Residents

Message Description and Distribution Method:

The Town displayed the pre-made MyRWA poster in Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The poster was visible to all Town Hall visitors.

Message Date(s): Permit 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:1-5: Brochures/Pamphlets -- Residents

Message Description and Distribution Method:

Flyers were distributed during dog license issuance and renewal that contain information about proper pet waste disposal.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Clerk

Measurable Goal(s):

This flyer was distributed to approximately 2,000 residents with their dog licenses.

Message Date(s): Permit 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:1-6: Website/Press Release -- Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted messages on its website to encourage the proper use and disposal of grass clippings and use of slow-release and phosphorus-free fertilizer, the proper management of pet waste, and proper disposal of leaf litter. This information can be found at the following link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater website was visited 33 times during the reporting period.

Message Date(s): Permit 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:1-7: Brochures/Pamphlets -- Residents

Message Description and Distribution Method:

The Town mailed information about proper maintenance to all owners of septic systems.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

Flyers were distributed to 16 properties with septic systems during the reporting period.

Message Date(s): Permit 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:1-8: Web Page -- Residents

Message Description and Distribution Method:

The Town created a website providing information about stormwater to residents. The website was developed during Permit Year 1, updated during Permit Year 2, and will be maintained for the duration of the permit term.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater website was visited 33 times during the reporting period.

Message Date(s): Permit 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:1-9: Brochures/ Pamphlets -- Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted stormwater tips targeted toward auto-related businesses about proper storage and disposal of hazardous waste material on its website at <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The stormwater website was visited 33 times during the reporting period. The flyer was also mailed to 18 auto-related businesses.

Message Date(s): Permit 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:

This information was originally going to be included with the annual MWRA Consumer Confidence Report. Due to a change in policy, MWRA no longer allows communities to add stormwater-related information to the Consumer Confidence Report, so it was posted to the Town's website instead.

BMP:1-10: Web Page -- Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town created a website for stormwater related material specifically targeted at businesses. That website is located at this link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The website was visited 33 times during the reporting period.

Message Date(s): Permit 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:1-11: Newspaper Articles/Press Releases -- Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town posted information about proper care of private parking lots to its website. The information can be found here: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The website was visited 33 times during the reporting period.

Message Date(s): Permit 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:

The Town originally planned to distribute this information as a press release, but posted it to the website instead.

BMP:1-12: Brochures/Pamphlets -- Industrial Facilities

Message Description and Distribution Method:

The Town posted information prepared by MyWRA that included stormwater tips for industrial facilities to the Town's website during Permit Year 2.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Engineering Department, DPW

Measurable Goal(s):

The information was uploaded to the Town's website, which was viewed 33 times during the reporting period.

Message Date(s): Permit 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:

The Town was originally going to include this information in the annual MWRA Consumer Confidence Report. Due to a change in policy, MWRA no longer allows communities to add stormwater-related information to the Consumer Confidence Report, so information from the MyRWA pamphlets was added to the Town's website instead.

BMP:1-13: Web Page -- Industrial Facilities

Message Description and Distribution Method:

The Town created a website containing stormwater information targeting industrial facilities. The website is located at this link: <https://www.winchester.us/466/Stormwater-Information>

Targeted Audience: Industrial facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater website was visited 33 times during the reporting period.

Message Date(s): Permit 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:

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 original SWMP, along with the Year 1 Annual Report, was posted to the Town's website and available for public review during the entirety of Permit Year 2. The updated SWMP was posted to the Town's website for public review in June 2020. In addition to posting the SWMP to the Town's website, a presentation on the SWMP and progress made to-date was given at a remote public meeting of the Select Board on May 18, 2020. In Permit Year 2, the Town also discussed the potential adoption of a stormwater enterprise fund at various Select Board Meetings and at Fall Town Meeting, where MS4 Permit compliance requirements were discussed as a driver behind implementation of a potential stormwater enterprise fund.

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 Household Hazardous Waste Collection Day on October 16, 2019, and attended the virtual Mystic River Steering Committee meeting on May 4, 2020. Winchester students once again participated in the MWRA Poster Contest. There are other public participation opportunities typically held annually by the Town that could not be held this year as a result of COVID-19. This includes the annual Aberjona River Cleanup Day sponsored by the Conservation Commission.

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:

The mapping was refined during outfall inspections and ongoing catchment investigations to more accurately reflect field conditions. Most updates had to do with infrastructure ownership and system connectivity. 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:

*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 completed their System Vulnerability Factor Analysis in Permit Year 1 and incorporated it into the Town's IDDE Plan. This analysis is also attached to the e-mail submission. However, no wet weather sampling was conducted during Permit Year 2. Wet weather sampling is planned for Permit Year 3. The Town did begin catchment investigations. Some catchments were investigated and junction manholes were sandbagged. Where applicable, dry weather flow was analyzed in the field and through lab analysis. Follow-up investigations are still ongoing where flow was observed. Data collected, and the findings from these investigations, will be made available to EPA once the work is complete in Permit Year 3. The Town also plans to undertake IDDE investigation of additional catchments during Permit Year 3.

*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:

The Town began catchment investigations during Permit Year 2. Investigations were conducted during dry weather at approximately 1/3 of the Town's catchments, and this work is still ongoing. Updates will be

provided in the Year 3 Annual Report once work is completed in Year 3.

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:**

Due to the effects of COVID-19, employee training could not be conducted before June 30, 2020. The Town prepared a prerecorded training for its employees to watch in a virtual format. Annual training will be conducted going forward for the duration of the permit term.

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 Conservation Commission conducted 7 site plan reviews, the Zoning Board of Appeals conducted 5 site plan reviews, and the Planning Board reviewed plans for one subdivision. There were 4 site inspections conducted at the Abby Road subdivision. The Abby Road subdivision is the only site with disturbances of 1 acre or more 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 of Winchester has existing procedures that require submission of as-built drawings and long-term operation and maintenance for new development and redevelopment projects. 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:

A preliminary review was conducted by Horsley Witten Group and Eastern Research Group as part of the Town's involvement in the Mystic Municipal Stormwater Management Collaborative. The Town will continue to work on the street design and parking lots assessment, as outlined in the NOI, and the report will be complete within 4 years of the permit effective date.

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:

A preliminary review was conducted by Horsley Witten Group and Eastern Research Group as part of the Town's involvement in the Mystic Municipal Stormwater Management Collaborative. The Town's existing regulations do encourage developers to incorporate green infrastructure/low impact development into their designs and the Town has a LID Site Planning and Design Checklist for this purpose. The Town will continue to work on the green infrastructure report, as outlined in the NOI, and the report will be complete within 4 years of the permit effective date.

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 begin to identify at least 5 properties that could be retrofitted with BMPs in FY2022, as outlined in the NOI. This inventory will be complete within 4 years of the permit effective date.

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:

As previously reported, the Town is still working to collect additional data to develop their Catch Basin Optimization Plan to ensure that no sump is ever more than 50% full. Once all the information needed is collected and analyzed, the Town will develop a catch basin cleaning schedule that meets the permit requirements assuming adequate resources exist for implementation. 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:

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 Transfer Station and the DPW Yard. 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]