

**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 Wrentham

EPA NPDES Permit Number: MAR041175

**Primary MS4 Program Manager Contact Information**

Name: Michael Lavin Title: Superintendent of Public Works

Street Address Line 1: 360 Taunton Street

Street Address Line 2: PO Box 658

City: Wrentham State: MA Zip Code: 02093

Email: mlavin@wrentham.ma.us Phone Number: (508) 384-5477

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <http://wrentham.ma.us/files/Wrentham%20Website%20Files/Stormwater%20Management/Storm%20Water%20Management%20Plan%20for%20MS4.pdf>

Date SWMP was Last Updated: Jun 30, 2019

If the SWMP is not available on the web please provide the physical address:

N/A

## 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:

Phase I mapping is partially complete. The Town has some structural BMPs mapped as outfalls, but a full inventory is incomplete. The Town is committed to completing the BMP inventory and removing pollutants through structural and non-structural BMPs. We also have completed many of the Phase II mapping

requirements.

In Year 2, Town staff received training on completing written SOP requirements and SWPPPs. Drafts of the written SOPs required in Year 2 (Building and Facilities, Parks and Open Space, and Vehicles and Equipment) are complete, and the SWPPPs for Wrentham's DPW facility required by the permit are in draft form and are substantially complete. The Town anticipates completing these items in Year 3.

### Annual Requirements

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

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

### **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:

There are several BMPs across Town, most notably a bioretention cell adjoining the parking area at Sweatt Beach, the public beach in Town on Lake Pearl. The Town is still working on an inventory of BMPs and estimating pollutant removal from them. The Town remains committed to nutrient removal through the use of structural and non-structural BMPs. The Town submitted an application to the Municipal Vulnerability Preparedness (MVP) Program to improve stormwater regulations across town and to identify areas where Green Infrastructure could be installed to better treat stormwater entering impaired waters. While unsuccessful, the Town intends to improve the application and resubmit in the future as well as continue to look for opportunities to install Green Infrastructure as time and funding allows.

#### **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:

The Town has not completed the legal analysis but intends to include this review in Year 3 while also reviewing its land use regulations relative to construction site runoff control and post-construction stormwater management requirements.

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

Public outreach materials not posted to social media (information on Parking Lots, Sediment and Erosion control for Developers, Business Waste, Materials Handling, and Fleet Maintenance) were available at Town buildings, which were closed to the public as a result of COVID as of March 17. The Town's permit application system moved online. The public outreach materials intended for developers are being transitioned to this online system and are anticipated to be available in Year 3. As a result, toward the end of the permit year, some public outreach messages were not distributed.

### **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 Stop River (MA72-09) was incorrectly listed as impaired for E.coli, Organic Enrichment (sewage) Biological Indicators, and water temperature on the NOI. The correct impairments from the latest Integrated List of Waters for the Stop River (MA72-09) are Ambient Bioassays (Chronic Aquatic Toxicity), Dissolved Oxygen, and Total Phosphorus.

## 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:** 3

*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 Residents Pet Waste Flyer**

Message Description and Distribution Method:

A flyer describing the negative effects of pet waste on water quality will be distributed with each dog license renewal.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk

Measurable Goal(s):

Number of flyers distributed, measured as number of dog licenses renewed.

Message Date(s): Annually in winter

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 message was distributed to ~5,000 households with the 2020 Census form.

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#### **BMP:Think Blue Parking Lot Infographic**

Message Description and Distribution Method:

A flyer describing ways that businesses can reduce stormwater pollution will be posted on the the town website. Tips include frequently sweeping parking lots, keeping trash barrels covered, and maintaining stormwater structures frequently. A link to the flyer will be shared on the Town's social media once a year.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Town Clerk/Executive Assistant to the Town Administrator

Measurable Goal(s):

Number of post views, shares, and likes

Message Date(s): Annually in the spring

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 message was not distributed during the permit year, but will be shared in year 3 and beyond.

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**BMP:Think Blue Developers Sediment Control Flyer**

Message Description and Distribution Method:

A flyer describing the importance of erosion controls for construction sites will be distributed with every approved construction permit.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning and Community Development

Measurable Goal(s):

Number of flyers distributed, measured as number of construction permits issued per year.

Message Date(s): Rolling throughout the year.

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 message was not distributed during the permit year, but will be shared in year 3 and beyond.

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**BMP:Think Blue Developers Sediment Control Press Release**

Message Description and Distribution Method:

A press release about the importance of erosion control on construction sites to prevent stormwater pollution will be posted on the Town's website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Town Clerk

Measurable Goal(s):

Number of views measured as number of unique page visits

Message Date(s): Ongoing

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

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

If yes, describe why the change was made:

This message was not distributed during the permit year, but will be shared in year 3 and beyond.

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**BMP:Think Blue Residents Pet Waste Social Media Post**

Message Description and Distribution Method:

A social media post will be shared on the Town's Facebook page annually in the summer. The social media post reminds residents to pick up dog waste to keep water clean and provides a link to the Think Blue Massachusetts website.

Targeted Audience: Residents

Responsible Department/Parties: Executive Assistant to the Town Administrator

Measurable Goal(s):

Number of post views, shares, and likes.

Message Date(s): Annually in the summer

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:

See pet-waste flyer

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**BMP:Think Blue Business Waste Disposal Social Media Post**

Message Description and Distribution Method:

A social media post will be shared on the Town's Facebook page annually in the fall. The social media post reminds business owners to keep dumpsters covered to keep water clean and provides a link to the Think Blue Massachusetts website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Executive Assistant to the Town Administrator

Measurable Goal(s):

Number of post views, shares, and likes.

Message Date(s): Annually in the fall

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 message was not distributed during the permit year, but will be shared in year 3 and beyond.

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**BMP:Think Blue Materials Handling Flyer**

Message Description and Distribution Method:

A flyer describing ways that industrial site owners can reduce stormwater pollution will be distributed to every industrial facility with a NPDES permit. Tips include how to properly store and dispose of hazardous materials and how to minimize leaks and spills.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Number of flyers distributed, measured as number of facilities with NPDES permits.

Message Date(s): Annually in the spring

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 message was not distributed during the permit year, but will be shared in year 3 and beyond.

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**BMP:Think Blue Fleet Maintenance Press Release**

Message Description and Distribution Method:

A press release about the importance of maintaining vehicles and equipment on industrial sites to prevent stormwater pollution from oil, gasoline, and grease will be posted on the Town's website.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Town Clerk

Measurable Goal(s):

Number of views, measured as number of unique page visits.

Message Date(s): Ongoing

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



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

If yes, describe why the change was made:

This message was not distributed during the permit year, but will be shared in year 3 and beyond.

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### **BMP:Think Blue Landscaping Infographic**

Message Description and Distribution Method:

A flyer describing lawn and garden tips to reduce stormwater pollution will be posted on the Town website. The link to the flyer will be shared on social media twice a year (once in the spring and once in the fall). The flyer discusses proper disposal of yard waste (grass clippings and leaf litter) and fertilizer use.

Targeted Audience: Residents and Businesses/institutions/commercial facilities

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

Number of post views, shares, and likes. This was posted to Facebook in Spring 2020, it received one thumbs up. It was also displayed on digital monitors at Town Hall, although that building was closed to the public during COVID.

Message Date(s): Twice a year in the spring and in the fall

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 message was shared in Spring, but not during Fall. It will be distributed twice per year in Year 3 and beyond.

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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 SWMP is posted on the Town website and an email address is provided below the link where the public can submit comments and questions regarding the SWMP.

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 planned to hold its household hazardous waste collection day in May 2020, which was postponed until October due to COVID. If the Town is unable to host that event in October as planned, then the Town is considering changing the event to a pick-up instead.

### **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: 0

Number of SSOs removed: 0

#### **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 Town is not aware of any interconnections or open channel conveyances, but will update its mapping if they are identified. The Town's BMP inventory is partially complete. The Town's Phase II mapping requirements are also largely complete.

#### **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: 237

### **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: 0

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated: 0

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

The Town plans to commence catchment investigations after outfall screening is complete.

### **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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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: 1

Total number of illicit discharges removed: 1

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

No new illicit discharges were identified during Year 2. The Town provided a removal report for the one illicit discharge identified and removed with its Year 1 annual report.

### **Employee Training**

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

Due to COVID, the Town was unable to hold a formal IDDE training as intended. Town employees received training on written SOPs and SWPPPs that included information on IDDE. The Town intends to utilize recorded training materials available from the Central Massachusetts Regional Stormwater Coalition in the future to meet this requirement.

### **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: 24

Number of inspections completed: 15

Number of enforcement actions taken: 0

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

The Town contracts with an engineering firm to conduct site inspections during construction activities. Only one project entered development during Year 2 of the permit, for which all 15 inspections occurred.

### **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 currently requires as-built plans for earth-moving projects to demonstrate compliance with approved grading. The Town is in the process of reviewing all of its stormwater regulations for construction and post-construction. Changes to the regulations are being considered that would explicitly codify requirements for as-built drawings for all projects, not just those with land disturbance greater than an acre, and long term operation and maintenance of stormwater infrastructure. These regulatory changes will be put before Town Meeting for approval likely in Year 3.

### **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 is in the process of reviewing all of its stormwater regulations and standards. Parking lot standards are part of this review. The Town intends to work towards a comprehensive regulatory update, including the parking lot guidance, in Year 3.

### **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 is working on completing a regulatory analysis to support inclusion of green infrastructure practices in site development projects. The review identifies areas within the current municipal regulatory structure where changes may be needed to allow certain types of GI. The Town sought MVP Action Grant funding to complete this work, but the grant was not awarded. The Town intends to continue seeking additional funding to complete this requirement.

### **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 is aware of the requirement and is working with the Southeastern Regional Stormwater Coalition to help with this requirement.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected: 1,290

Number of catch basins cleaned: 1,290

Total volume or mass of material removed from all catch basins: 184.93 tons

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

Total number of catch basins: 997

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

If a catch basin sump is more than 50% full during two consecutive routine inspections or cleaning events, the finding will be documented, the contributing drainage area will be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources will be addressed. If no contributing sources are found, the inspection and cleaning frequency will be increased.

### **Street Sweeping**

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

- ☒ Number of miles cleaned: 60
- ☐ Volume of material removed: [Select Units]
- ☐ Weight of material removed: [Select Units]

### **O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

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

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

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

### **Stormwater Pollution Prevention Plan (SWPPP)**

*Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.*

Number of site inspections completed: 0



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

Town staff attended training sessions made available from the Southeastern Regional Stormwater Coalition in Year 2 on how to prepare SWPPPs for applicable Town facilities. SWPPPs were drafted for (list facilities) in Year 2. Inspections and completion of the SWPPPs are planned for Year 3.

### **Additional Information**

#### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

#### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

COVID-19 delayed the completion of SWPPPs for applicable Town facilities. Town staff did attend training on how to properly complete SWPPPs and has drafted a SWPPP for its DPW facility. The Site inspections for these facilities and completion of the SWPPs is scheduled to be completed in Year 3.

#### **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:

SWPPPs have been drafted, but inspections were not completed due to COVID restrictions

**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.

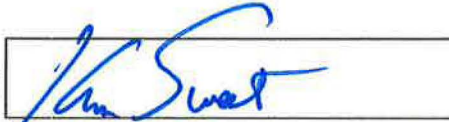
Name:

Kevin Sweet

Title:

Town Administrator

Signature:



Date:

9/28/2020

*[Signatory may be a duly authorized representative]*