

Year 3 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2020-June 30, 2021

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, 2020 and June 30, 2021 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) 246-6309

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.wakefield.ma.us/stormwater/pages/stormwater-management-program-swmp>

Date SWMP was Last Updated: November 16, 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.

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 3 Requirements

- ☒ IDDE ordinance or other regulatory mechanism complete and adopted
☒ Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted
☒ Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted
☒ Developed written procedures for site inspections and enforcement of sediment and erosion control measures
☒ Developed written procedures for site plan review
☐ Kept a log of catch basins cleaned and inspected

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 3 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:

CB cleaning was deferred from Spring '21 to Fall '21 due to COVID-19 impacting availability of cleaning company.

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
☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

- ☒ All curbed roadways were swept at least once within the reporting period

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:

Town is 100% sewerred. Septic notifications not disseminated.

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:

Several streets within the Lake Quannapowitt watershed are swept on a weekly basis.

A new bioretention area retrofit was incorporated into the Veterans Field Pickle Ball Court design. Project design and permitting was initiated within permit Year 3. Construction is expected within Year 4.

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) that encourages the proper use and disposal of grass clippings and encourages 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:

A new bioretention area retrofit was incorporated into the Veterans Field Pickle Ball Court design. Project

design and permitting was initiated within permit Year 3. Construction is expected within Year 4.

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

COVID-19 had some impact on the Town's development of catch basin optimization plan, updates to the Town's Stormwater Bylaw to incorporate as-built requirements and the Town's progress on the catchment investigations. The Town worked to advance those items and expects to catch-up on those initiatives in Permit Year 4.

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? 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>

☐ Yes

☒ No

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

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, please report on MCM1 and MCM2 and any other metrics below that have an asterisk (), along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

*MCM1: Public Education

Number of educational messages completed during this reporting period: 21

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: 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 reach.

Message Date(s): Ongoing throughout Year 3

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 reach.

Message Date(s): Ongoing throughout Year 3

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, Businesses, Industrial and Developers

Responsible Department/Parties: DPW - Engineering

Measurable Goal(s):

Track page views to determine audience reach.

Message Date(s): Ongoing throughout Year 3

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 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): 4/15/21, 4/16/21, 4/21/21, 4/26/21

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:

Fall message not completed as social media messaging focused on COVID-19

BMP: DPW Newsletter

Message Description and Distribution Method:

Newsletter mailed with quarterly bill for all water customers for Fall and Spring. 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 message with water/sewer billings mailed out in Fridays in April and October annually.

Message Date(s): 10/2/20, 10/9/20, 10/16/20, 10/23/20 and 4/2/21, 4/9/21, 4/16/21, 4/23/21

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): 8/28/20 & 6/26/21

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:**

Then SWMP is posted on the Town's Stormwater website as it own standalone section as well as a link through the Public Involvement and Participation section.

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's Stormwater Website includes a section for Public Involvement and Participation. Highlights for Permit Year 3 include:

- Conducted household hazardous waste collection day with the Town of Reading. Residents were invited to participate in a Hazardous Waste Day twice during the permit year. (8/28/20 & 6/26/21)
- Annual Residential Rain Barrel Program continued within Permit Year 3. Barrel pick-up was completed on 6/18/21 with 161 residents participating in this year's program.
- Public Works continued to maintain several dog waste bag stations within the walking paths around Lake Quannapowitt.

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

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018)**.

Total number of SSOs identified: 0

Total 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

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

Updated map to include the IDDE screening and testing status.

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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- ☒ No outfalls were inspected
- ☒ 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: 145

Below, report on the percent of outfalls/interconnections screened **to date**.

Percent of outfalls screened: 100

Optional: Provide additional information regarding your outfall/interconnection screening:

Initial screening of all outfalls/interconnections and culverted streams completed by 6/5/19. Follow-up screenings conducted for 145 outfalls within Permit Year 3 with Catchment Investigations.

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.

- ☐ No catchment investigations were conducted
- ☒ 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: 12

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

Percent of total catchments investigated: 2.2

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

Catchment Investigations began in Permit Year 3 with 145 outfalls re-screened, 7 outfalls tested with dry-weather flow and 5 outfalls tested during wet weather flow.

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.

- ☒ No illicit discharges were found
- ☐ 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: 2

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: 0

Total number of illicit discharges removed: 0

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

Testing for 2 outfalls noted potential for washwater and were re-prioritized for catchment follow-up.

Employee Training

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

DPW's GIS Staff and new Highway staff trained during Permit Year 3 to outline requirements for IDDE inspections. Training/briefing conducted during the ArcGIS Online CB inspection form development meetings and beta-testing.

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: 5

Number of inspections completed: 43

Number of enforcement actions taken: 0

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

Wakefield's Stormwater Bylaw requires construction site plan reviews, inspections and as-builts for sites disturbing 15,000 square feet or more. In Permit Year 3: 3 of 5 site plan reviews and 37 of 43 inspections would be required for EPA disturbance thresholds.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

As-built Drawings

Describe the status of 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:

Town Stormwater Bylaw are planned for Year 4 at the 2022 Annual Town Meeting (Spring), and will be coordinated with changes to the Zoning Bylaw and Conservation Bylaw. Through the permit term, outreach has been completed within the local development community and piloted within recent project.

Provisions for the submittal of an As-built plan and Long Term Operation and Maintenance Plan have been implemented within the in Site Plan Review SOP, the Wakefield Public Works Design and Construction Standards and required through Planning Board and Zoning Board of Appeals decisions for sites meeting the Town's land disturbance thresholds. As-builts are provided in both electronic (AutoCAD Civil 3D) and Adobe Acrobat PDF formats. Final site inspections are conducted to validate completeness and accuracy of the submitted as-built plan documents.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

Street Design and Parking Lots Report not initiated. Planned to be evaluated as part of the Stormwater Bylaw effort in Year 4 noted above.

Green Infrastructure Report

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

Green Infrastructure Report not initiated. Planned to be evaluated as part of the Stormwater Bylaw effort in Year 4 noted above.

Retrofit Properties Inventory

Describe the status of the inventory 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:

Priority retrofit projects were within the Lake Quannapowitt watershed developed through the Town'd Clean Lake Committee. Committee information is located at the following link:

<https://www.wakefield.ma.us/clean-lake-committee>

Recommended projects are located at the following link:

<https://wakefieldma.maps.arcgis.com/apps/Shortlist/index.html?appid=5a413c76bc8543ba822a107d07977773>

Two projects within the plan have been initiated:

1. Gertrude Spalding park rehabilitation project which included a new retrofit bioretention area was completed within Permit Year 3.
2. A new bioretention area retrofit was incorporated into the Veterans Field Pickle Ball Court design. Project design and permitting was initiated within Permit Year 3. Construction is expected within Year 4.

MCM6: Good Housekeeping

***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Not advanced due to COVID-19. See further info below.

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

*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: 0

Number of catch basins cleaned: 0

Total volume or mass of material removed from all catch basins: 0 [Select Units]

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

Total number of catch basins: 2,371

If applicable:

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

***Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Street sweeping SOP has been developed and included within the Town SWMP

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

☐ Number of miles cleaned: 88

☐ Volume of material removed: [Select Units]

☐ Weight of material removed: [Select Units]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

N/A

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

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Winter Road Maintenance SOP has been developed and included within the Town SWMP.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

SWPPP's created for the permittee-owned or operated facilities. SWPPP's included within the SWMP.

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

Number of site inspections completed: 8

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

No corrective actions identified.

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

O&M SOPs created for all Stormwater Treatment Structures utilized in Town prior to Year 3 and included within the SWMP. (catch basins, trash racks, filter berm).

With the installation of the new bioretention area noted in the MCM 5 section above, updated O&M SOP was added to the SWMP.

Part V: 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 3 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:

CB cleaning was deferred from Spring '21 to Fall '21 due to COVID-19 impacting availability of contracted cleaning company. The Year 4 cleaning contract will incorporate catch basin cleaning inspection and material removal tracking using the Town's new ArcGIS Online inspection application. The Towns developed and beta tested tyhe ArcGIS Online inspection application over the permit term. Inspection application was designed facilitate appropriate data collection to track material removal and optimize the program.

***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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop 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
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop 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
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

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
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

Provide any additional details on activities planned for permit year 4 below:

Advance investigation of Problem and High Priority Catchments.

Update contract for catch basin cleaning crew to incorporate catch basin cleaning inspection and material removal tracking using Town's new ArcGIS Online application. Analyze data to tracking and optimize program.

Complete construction of new bioretention area retrofit within Veterans Field Pickle Ball Court project.

Part VI: Certification of Small MS4 Annual Report 2021*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, Jr., P.E.

Title: Town Engineer

Signature:



Date: 9/28/21

[Signatory may be a duly authorized representative]