

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 Winchendon

EPA NPDES Permit Number: MAR041244

Primary MS4 Program Manager Contact Information

Name: Brian Croteau

Title: DPW Director

Street Address Line 1: Town of Winchendon

Street Address Line 2: 109 Front Street

City: Winchendon

State: MA

Zip Code: 01475

Email: bcroteau@townofwinchendon.com

Phone Number: (978) 297-0170

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.townofwinchendon.com/public-works/pages/winchendon-stormwater-program>

Date SWMP was Last Updated: October 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:

The Town adopted a new General Bylaw, Article 31: Stormwater Management Bylaw, at the May 17, 2021 Annual Town Meeting. The Bylaw contains IDDE, construction/ESC, and post-construction provisions and has been approved by the Attorney General's Office. Associated Stormwater Management Regulations, which include written procedures for site inspections, enforcement of sediment and erosion control measures, and site plan review, were developed in Permit Year 3 and will be adopted in Permit Year 4.

The Town developed an SOP for catch basin cleaning and inspection, which was adopted by the Board of Selectmen on November 9, 2020. The SOP was also included in the "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance", which was drafted in Permit Year 3 and finalized on July 13, 2021. The Town conducts catch basin cleaning and is working to improve tracking. Currently, the Town's contractor tracks the number of basins cleaned by street and the volume removed. In

Permit Year 4, the Winchendon DPW will use their recently created ArcGIS Online mapping of the stormwater system to develop a new application to more efficiently track catch basin cleaning and inspection efforts.

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:

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:

N/A

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:

Public Education and Outreach: As described in MCM 1, the Town's MS4 Public Education webpage provides educational information on proper fertilizer use, disposal of grass clippings, and proper lawn care maintenance. A brochure providing information about proper pet waste management was distributed during renewal of dog licenses. An additional message providing information on proper disposal of leaf litter will be distributed in Permit Year 4.

Sweeping: The Town did not sweep in the fall of Permit Year 3 since the written procedures for street sweeping (part of the operation and maintenance program) were not yet adopted. Additionally, DPW staff was reduced due to COVID-19. These procedures were adopted in November 2020 by the Select Board, and the Town will complete fall sweeping in Permit Year 4. Note that the street sweeping metric provided in MCM 6 includes streets located both in and outside of the urbanized area.

Potential Structural BMPs: No known municipal BMPs were installed in Winchendon's urbanized area/Long Island Sound watershed after the General Permit issuance; therefore, this requirement is not applicable. Additionally, mapping of structural BMPs and stormwater treatment structures is not due until Permit Year 5 for new permittees. Starting in Permit Year 6, the Town will track this information for any Town-owned structural BMPs and treatment structures installed within the watershed after these structures have been identified and mapped as part of Phase I mapping efforts.

Lake and Pond Phosphorus TMDL

☒ Began Phase 1 Lake Phosphorus Control Plan (LPCP)

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

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

Part III: Receiving Waters/Impaired Waters/TMDL

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

The Town has made significant progress towards locating, mapping, and inventorying MS4 outfalls and interconnections. In Permit Year 3, the Town's consultant completed field work to GPS-locate additional stormwater structures and build upon work completed in Permit Year 1. Receiving waters were also identified for the mapped MS4 outfalls and interconnections.

Winchendon's NOI listed potential receiving waters based on the water quality limited waters within the Town's urbanized area that were included in the 2014 303(d) List. Part III of the Town's Permit Year 2 Annual Report identifies changes to the potential impairments based on the final 2016 303(d) List. Following is the updated list of receiving waters and number of outfalls discharging into each receiving water based on the Permit Year 1 and Permit Year 3 field work for the updated preliminary outfall/interconnection inventory:

Millers River (MA35-01): 6 outfalls

Tannery Pond/Millers River (MA35-01): 10 outfalls

Tributary to Tannery Pond/Millers River (MA35-01): 2 outfalls

North Branch Millers River (MA35-21): 1 outfall

Whitney Pond (MA35101): 2 outfalls

Wetland/Tributary to Whitney Pond (MA35101): 11 outfalls

Wetland/Tributary to Lake Denison (MA35017): 1 outfall

Isolated Wetland off Morse Ave: 1 outfall

Isolated Wetland off Murdock Ave: 2 outfalls

Isolated Wetland off of Hyde Park Street: 2 outfalls

Outside Receiving Water Area: 64 outfalls

19 additional outfalls are mapped in Winchendon's GIS that are either state owned, privately owned, or located outside of the MS4 urbanized area and are not regulated under the Small MS4 General Permit.

This removes Millers River (MA35-02 and MA35-20), Otter River (MA35-08), Whites Mill Pond (MA35099), Lake Denison (MA35017), Beamen Pond, and Beamen Brook as potential receiving waters from Winchendon's NOI. Winchendon is not subject to any impairments listed in Appendix H based on the 2016 303(d) List. There has been no changes to the TMDLs.

The Town will continue to refine the outfall/interconnection inventory in future permit years as the IDDE Program is implemented, including Phase I mapping improvements and outfall investigations.

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:**

*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:Education and Outreach to Residents and Businesses (Multi-media Methods)

Message Description and Distribution Method:

The Town's Stormwater Program and MS4 Public Education webpages provide information on the Town's responsibilities under the MS4 permit. The MS4 Public Education webpage also includes educational information on proper fertilizer use, disposal of grass clippings, and proper lawn care maintenance and watering.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

This messaging is available to all visitors of the Town's Stormwater Program and MS4 Public Education webpages.

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:Education and Outreach to Residents and Businesses (Multi-media Methods)

Message Description and Distribution Method:

A brochure titled "Be a Lawn Hero" from the Neponset Stormwater Partnership is available from the Town's MS4 Public Education webpage. It explains how fertilizers can enter the stormwater system and impact the environment and water quality and provides tips for disposal of grass clippings and proper fertilizer use including recommending the use of slow-release fertilizers.

Another brochure available from the Town's MS4 Public Education webpage titled "Don't Trash the Grass"

provides additional detail about environmentally conscious lawn care including tips on watering and mowing and information on disposal of grass clippings and proper fertilizer use.

A brochure titled "Use Lawn Chemicals Wisely" is available on the Town's MS4 Public Education webpage and explains why lawn chemicals can be dangerous to the environment and how pollutants in stormwater runoff can impact a watershed. It provides tips for fertilizing lawns including composting and gardening with native plants.

A flyer from Think Blue Massachusetts is also available on the Town's MS4 Public Education webpage and explains how improper fertilizer use can cause harm to water bodies.

Targeted Audience: Residents and Businesses, institutions and commercial facilities

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

This messaging is available to all visitors of the Town's DPW Stormwater Program and MS4 Public Education webpages.

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:

BMP: Education and Outreach to Residents (Brochure with Dog Licenses)

Message Description and Distribution Method:

A brochure providing information about the proper management of pet waste was distributed during renewal of dog licenses.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

1,532 dog licenses were issued in 2021, and the brochures were available to all residents obtaining or renewing licenses.

Message Date(s): Spring 2021

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 Stormwater Management Plan (SWMP) was made publicly available on the Town's website.

On October 26, 2020, the proposed "Catch Basin Cleaning, Inspection, and Disposal" and "Sweeping Streets and Town-Owned Parking Lots" Standard Operating Procedures (SOPs) were presented to the Board of Selectmen. On October 27, 2020 the Town provided notice via the Town News webpage that the policies could be publicly viewed; the notice also included copies of the draft SOPs and notice of the next Board of Selectmen meeting where they would be taking a vote to accept or deny the proposed changes. These SOPs were adopted at the Board of Selectmen meeting on November 9, 2020 as new policies for the Town.

The proposed Stormwater Management Bylaw was presented at the March 8, 2021 Board of Selectmen meeting as part of reviewing the "Amendments Recommended to Town Bylaws" agenda item. The new Bylaw replaced the previous Article 31, Low Impact Development (LID). The Stormwater Management Bylaw was also presented to voters at the Annual Town Meeting on May 17, 2021 where the Bylaw was approved.

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 Board of Health hosted a Town-wide cleanup event for Earth Day on May 15, 2021 where volunteers collected trash and debris throughout sections of Town. The Board of Health provided bags and gloves for volunteers and a 30 cubic yard dumpster for disposal of the trash collected.

Winchendon residents can properly dispose of household hazardous waste, including waste oil and antifreeze, at the transfer station throughout the year.

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:

*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: Total 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

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

The Town has made significant progress on mapping the Phase I, Phase II, and some recommended mapping elements. In Permit Year 3, Winchendon worked with a consultant to complete field work to map additional stormwater infrastructure and continue to improve the outfall and interconnection inventory. The Town has mapped known outfalls and interconnections in GIS and identified receiving waters, as described in Part III of this report. Initial catchment delineations were also developed in Permit Year 3 and some municipal stormwater BMPs were added to the mapping. As Phase I mapping efforts are continued, the Town will identify additional unmapped municipal stormwater BMPs and open channel conveyances to add them to the GIS.

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:

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

Percent of outfalls screened:

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

In Permit Year 1 and Permit Year 3, the Town and their stormwater consultant collected outfall inventory data as part of Phase I mapping efforts. 52 outfalls (27 in Permit Year 1 and 25 in Permit Year 3) were inventoried and screened during dry weather conditions. The outfall inventory and screening data is attached. There is no water quality data to report at this time; outfalls that had flow will be revisited and screened in accordance with the General Permit schedule. No visual or olfactory evidence of an illicit discharge was found at any inspected outfall.

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:

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

Percent of total catchments investigated:

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

IDDE Progress

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

- ☒ 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:

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 if conducted **during this reporting period**:

A training for DPW employees was held on August 14, 2020, which reviewed the overall MS4 program, illicit discharges to the drain, IDDE Program responsibilities, and reporting, as well as municipal good housekeeping topics.

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 new Stormwater Management Bylaw adopted on May 17, 2021 and associated Stormwater Management Regulations that will be adopted in Permit Year 4 establish the procedures for site plan review, inspections, and enforcement. The Planning Board will begin to track these metrics under the Stormwater Management Bylaw for future annual reports.

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:

The new Stormwater Management Bylaw adopted at the Annual Town Meeting on May 17, 2021 requires the submission of as-built drawings in Section 31.19 as part of the Final Reports. Any Land Disturbance Permit obtained under the Bylaw must include measures to ensure adequate long-term operation and maintenance of stormwater management design features and BMPs and the Stormwater Authority may choose to impose requirements to ensure compliance.

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:

Preparation for the Street Design and Parking Lots Report has not yet begun as this requirement is due in Permit Year 6.

Green Infrastructure Report

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

Preparation for the Green Infrastructure Report has not yet begun as this requirement is due in Permit Year 6.

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:

Preparation for the Retrofit Properties Inventory has not yet begun as this requirement is due in Permit Year 6.

MCM6: Good Housekeeping***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Included in the August 2020 catch basin cleaning SOP, which was adopted by the Selectmen on 11/9/2020.

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:

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, if known.

Total number of catch basins:

If applicable:

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

The volume of material removed is estimated, and the Town is working to improve tracking. The number of catch basins cleaned and inspected during Permit Year 3 includes catch basins located both in and outside of the urbanized area. Not all catch basins located within the MS4 were cleaned during Permit Year 3, but catch basins are rarely 50% full. In Permit Year 4, the Winchendon DPW will use their recently created ArcGIS Online mapping of the stormwater system to develop a new mobile application to more efficiently track catch basin cleaning and inspection efforts.

***Street Sweeping**

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

The Town developed an SOP for sweeping streets and Town-owned parking lots, which was adopted by the Board of Selectmen on November 9, 2020. The SOP was also included in the "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance", which was drafted in Permit Year 3 and finalized on July 13, 2021.

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

☒ Number of miles cleaned:

☐ Volume of material removed:

☐ Weight of material removed:

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:

Written procedures for winter road maintenance were developed as part of the "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance", which was drafted in Permit Year 3 and finalized on July 13, 2021.

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:

The Town identified that the Highway Garage property is located outside of the urbanized area, and therefore, a SWPPP is not required for this facility.

*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:

N/A

O&M Procedures for Stormwater Treatment Structures

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

Written procedures for operation and maintenance of stormwater treatment structures were developed as part of the "Good Housekeeping and Pollution Prevention Program for Municipal Operations and Maintenance", which was drafted in Permit Year 3 and finalized on July 13, 2021.

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:

***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:

The Town acknowledges the General Permit Year 4 requirements and will complete as many activities as possible based on funding and staff availability.

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:

Justin Sultzbach

Title:

Town Manager

Signature:

Date:

*[Signatory may be a duly authorized
representative]*