

**Year 1 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: May 1, 2018-June 30, 2019**

*\*\*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.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Fax Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

## 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 1 Requirements

- ☒ Develop and begin public education and outreach program  
☒ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - ☐ The SSO inventory is attached to the email submission
  - ☒ The SSO inventory can be found at the following website:  
[http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)
- ☒ Develop written IDDE plan including a procedure for screening and sampling outfalls  
☒ IDDE ordinance complete
- ☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
  - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☒ The priority ranking of outfalls/interconnections can be found at the following website:  
[http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)
- ☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete  
☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures  
☒ Develop written procedures for site plan review  
☒ Keep a log of catch basins cleaned or inspected  
☐ Complete inspection of all stormwater treatment structures



Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ 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
- ☒ All curbed roadways have been swept a minimum of one time per year

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- ☒ Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
  - ☒ Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
  - ☐ Provide 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)*

**Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- ☒ Distribute 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
  - ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
  - ☒ Distribute 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*

- ☒ Increase 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 Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus
- ☐ removal by the BMP consistent with Attachment 1 to Appendix H. Document 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 in each annual report

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

Cleaning of 5 of the 12 town-owned stormceptors occurred in July 2019. Each of those deep stormceptors was less than 50% full. Other stormwater BMPs have not been on a schedule for regular maintenance but going forward they will be inspected per the Municipal Stormwater Infrastructure Operation and Maintenance Plan (found here: [http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)).

Most residences in the Town of Burlington are connected to the sewer system. Few septic systems remain in Burlington.

### Part III: Receiving Waters/Impaired Waters/TMDL

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

Yes ☐ No ☒

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



## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed during the reporting period: 4

*Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

#### **BMP:Stormwater Infiltration program (1-E)**

##### Message Description and Distribution Method:

Conduct program to encourage on-site stormwater infiltration and provide general stormwater facts to public. Highlight/post additional information on Town website e.g redirect downspouts, rain gardens, permeable surfaces, etc.

Display materials in Library.

Run PSA on BCAT & other local media.

Run Rain Barrel Program.

Distribute information at Town events e.g., Health Fair, Town Elections.

Reverse 911 if there is a water ban.

Targeted Audience: Residents

Responsible Department/Parties: Conservation, DPW, Health, Recreation, Library

##### Measurable Goal(s):

Record hits on Town Website stormwater page - 316 visits between page creation on June 2017 and July 2019.

Display stormwater materials in library for one month, estimate number of library patrons - display in April 2018 - 13,761 visitors to the library that month.

Count how many time Think Blue Duckies PSA is played on BCAT & social media and estimate viewership - played 165 times across 3 BCAT channels. Approx 25000 subscribers. Do not know how many viewed it. 389 views on Conservation Twitter and 179 on Conservation Instagram. Think Blue campaign on behalf of Northern Middlesex Stormwater Collaborative yielded 16,281 facebook/instagram ad impressions and 14,173 YouTube ad impressions.

Sell 200 Rain Barrels during next sales event - sold 98 barrels in 2019 sale.

Track residents reached by Reverse 911 if there is a water ban - Water ban during winter 2019 but no reverse 911 used.

Notification via Selectmen's meeting, FB, Twitter, inserts into water bills, front page newspaper and the front page of Town website.

Rubber Duckie PSA - BCAT broadcasts and social media posts Sept and October 2018;

Message Date(s): Library display April 2018

Stormwater webpage created 2017, 316 visits since then.

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:

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### **BMP:LID (I-G)**

Message Description and Distribution Method:

Encourage consideration and use of LID techniques. Create display in Town Hall Annex lobby, and post additional links and resources on all Town permitting webpages and on social media.  
Educate Town Department and Boards about LID.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Conservation, Planning

Measurable Goal(s):

Increase LID use - Raingarden proposed in one subdivision project in year 1.  
Fred Civian, DEP, met with Burlington Conservation, Board of Health, Planning and DPW/Engineering departments about LID in an effort to educate all present and achieve some consensus about LID importance.

Message Date(s): Meeting with Fred Civian and Conservation, Board of Health, Planning and DPW/  
Engineering departments about LID on June 25, 2019

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

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

If yes, describe why the change was made:

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### **BMP:Dog Waste Reduction (1-I)**

Message Description and Distribution Method:

Post Scoop the Poop posters, about the risk of contaminants in dog waste, in public offices and at entrances to designated public parks and playgrounds, including the Dog Park. Include the poster in Stormwater Displays e.g. at Library.

Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting Town of Burlington, General Bylaws, Article XIII 13-16 Section 2.7 referring to enforcement.

Targeted Audience: Residents

Responsible Department/Parties: Conservation, Recreation

Measurable Goal(s):

Number of dog waste bags dumped in wetlands on Erin Lane reduced from ~300 in July 2018 to ~100 in July 2019.

7,170 people reached through Think Blue Massachusetts Facebook post.

>3000 people reached through Burlington Conservation tweets about stormwater Tips and Tricks.



13,761 visitors to the Burlington library in April 2018 when Scoop the Poop posters featured in Stormwater Display.

Message Date(s): Scoop the Poop posters erected around Town in summer 2018 and 2019.  
Poster included in Library Stormwater Display April 2018.  
Municipal pet waste social media posts May 24, 2019.

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

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

If yes, describe why the change was made:

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**BMP:Dog Owner Education (1-J)**

Message Description and Distribution Method:

Disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time.

Targeted Audience: Residents

Responsible Department/Parties: Conservation, Town Clerk

Measurable Goal(s):

Reach all licensed dog owners: 1086 dog licences were issued or re-issued during permit year 1. All dog owners are provided with information from the Town Bylaws regarding control of dogs and management of dog waste.

2808 people reached through Burlington Conservation tweets about dog waste disposal on June 20, 2019.

Message Date(s): Municipal pet waste social media posts May 24, 2019 and Clean Water Tip #1 by Burlington Conservation on June 20, 2019.

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

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

If yes, describe why the change was made:

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**BMP:Phosphorus runoff reduction - grass (1-K)**

Message Description and Distribution Method:

Distribute 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 fertilizer.

Organize public lecture about fertilizer use and reduction.

Targeted Audience: Residents

Responsible Department/Parties: DPW, Conservation



## Measurable Goal(s):

Public presentation in first year of permit - co-hosted by Conservation Department and Burlington Garden Club.

Use social media to distribute message and link to website page connecting landscaping, phosphorus and stormwater - April 23, 2019, Lawn and Garden Tips to Help Curb Stormwater Pollution (Think Blue)  
3,549 people reached through Think Blue Massachusetts Facebook post.

## Message Date(s):

September 26, 2018 - Fertilizer Presentation co-hosted by Conservation Department and Burlington Garden Club.

April 23, 2019, Lawn and Garden Tips to Help Curb Stormwater Pollution (Think Blue)

March 18, 2019; May 22, 2019 Think Blue Facebook posts

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 the reporting period:

The Stormwater Management Plan was posted on the Stormwater Page, which is linked from the Conservation main page and the DPW main page. The availability of the Draft SWMP for review was announced on the main Conservation page in April 2019. SWMP availability also publicized on social media on July 19, 2019.

Conservation Department conducts manual stream cleaning program each summer. Residents are encouraged to report clogged streams and downed branches.

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

Describe any other public involvement or participation opportunities conducted during the reporting period:

Our municipality participated in the Massachusetts Statewide Municipal Stormwater Coalition (Statewide Coalition). The Statewide Coalition presented on the Think Blue Massachusetts public awareness campaign and regional collaboration on stormwater at the following public events:

- Metrowest/495 Partnership (October 4, 2018)
- MetroWest Stormwater Roundtable hosted by MetroWest Regional Collaborative (MWRC) of the Metropolitan Area Planning Council (MAPC) (November 20, 2018)
- Massachusetts Municipal Association (MMA) Meeting & Trade Show (Jan 18-19 2019)
- New England Water Environment Association Annual Conference (Jan 28 2019)
- Massachusetts Association of Conservation Commissions Annual Conference (March 2, 2019)
- Massachusetts Congress of Lake and Pond Associations Annual Workshop (April 12, 2019)







- New England American Public Works Association Spring Conference (April 17, 2019)
- Ecotarium Earth Day activities (April 16 – 19, 2019)
- New England Water Environment Association Spring Meeting (June 4, 2019)

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*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 2013.*

Total number of SSOs identified: 8

Total number of SSOs removed: 8

#### **MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period:

95% of outfalls and receiving waters, open channel conveyances, interconnections with other MS4s and other storm sewer systems, municipally-owned stormwater treatment structures, waterbodies identified by name and indication of all use impairments, and initial catchment delineations have been mapped. 95% of outfall spatial locations, pipes, manholes, catch basins, refined catchment delineations and municipal sanitary sewer system have been mapped.

#### **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: 22

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

Percent of total outfalls screened: 6.3

#### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☐ The catchment investigation data is attached to the email submission  
☐ The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

No SVFs were identified in Burlington.

### **IDDE Progress**

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

- ☐ The illicit discharge removal report is attached to the email submission  
☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  [UNITS]

*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.*

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:*

8 SSOs and 0 other illicit discharges have been identified and removed since 2013;  
no SSOs and no other illicit discharges since the effective date of the permit.



**Employee Training**

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

Presentation on Wetlands and Stormwater to 18 members of DPW Highway and Water/Sewer staff on 2 dates in October 2018;

"Toolbox talks" on IDDE and what to do if discharges are observed were provided to 12 DPW Highway staff, 8 DPW Water/Sewer staff, and to 7 DPW Office staff in April 2019 and to 15 Recreation Department Maintenance staff in June 2019.

MS4 Coordinator training for NOI preparation August 7, 2018; and for Stormwater Management Plan preparation March 29, 2019.

Conservation Administrator involved in developing Guidance for Developing an Off-site Stormwater Compliance Program for Redevelopment Projects in Massachusetts.

**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: 45

Number of inspections completed: ~75

Number of enforcement actions taken: 0

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

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

Burlington Stormwater Bylaw will be amended as necessary in year 2.

**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 required to be complete in year 2 of the permit term:

Section 6.9 of the Burlington Stormwater Bylaw Governing Erosion and Sedimentation Control for New and Redevelopment Projects during Construction and Post-Construction Periods requires submission of an operations and Maintenance Plan for land disturbing activity over 20,000 square feet of land disturbing activity of over 500 cubic yards.



Section 6.13 of the same Bylaw requires submission of as-built plans upon completion.

### **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:

Not yet commenced.

### **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:

DEP Stormwater Coordinator Fred Civian presented to representatives of the Stormwater Committee regarding LID in June 2019. Green infrastructure report not yet commenced.

### **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:

Inventory not yet commenced.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The catch basin cleaning optimization plan for 2019 has been drafted and is available online.

*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:

[http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)

*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: 606

Number of catch basins cleaned: 606

Total volume or mass of material removed from all catch basins: 127 cubic yards

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

Total number of catch basins: ~2600

*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/cleaning events, that finding shall be documented, the contributing drainage area shall be investigated for sources of excessive sediment loading, and to the extent practicable, contributing sources shall be abated. Based on the results of that investigation, the schedule shall be updated to prioritize areas other than construction site locations that require additional inspections.

### **Street Sweeping**

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

Burlington's Street Sweeping SOP is available at: [http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)

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

☐ Number of miles cleaned:

☒ Volume of material removed: 795 cubic yards

☐ Weight of material removed: [UNITS]

*If applicable:*

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

### **Winter Road Maintenance**

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

Burlington's Winter Road Maintenance SOP is available at: [http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)

### **Inventory of Permittee-Owned Properties**

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The inventory of permittee-owned properties is largely complete.

### **O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment**

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

O&M procedures for permittee-owned properties are planned but not yet commenced.

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

Describe the status of any SWPPP, due in year 2 of the permit term, 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:

SWPPPs are not currently in place for any town-owned facilities in Burlington.

The planned DPW and Recreation facilities will have SWPPPs developed by the contracted development company.

The facility (salt shed) at which sludge from catch basins and the water treatment plants will be stored prior to disposal will also require a 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:

None

### **O&M Procedures for Stormwater Treatment Structures**



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

The Municipal Stormwater Infrastructure Operation and Maintenance Plan is located at: [http://www.burlington.org/community\\_development/town\\_stormwater\\_management\\_program.php](http://www.burlington.org/community_development/town_stormwater_management_program.php)).

In year 2 and future years of the permit, all 12 stormceptors attached to town-owned facilities will be inspected each year and cleaned, where necessary, using vactor trucks. Cleaning of 5 of the 12 town-owned stormceptors occurred in July 2019. Each of those 15-20-foot deep stormceptors was less than 50% full. The other 4 stormwater BMPs in Burlington have not been on a regular maintenance schedule but going forward they will be inspected per the Municipal Stormwater Infrastructure Operation and Maintenance Plan.

### **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:

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

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for 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
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

#### 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 in the last 5 years
- 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

Provide any additional details on activities planned for permit year 2 below:

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**Part V: Certification of Small MS4 Annual Report 2019****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:

Paul F. Sagarino Jr

Title:

Town Administrator

Signature:

Paul F. Sagarino Jr

Date:

8/30/19

*[Signatory may be a duly authorized representative]*

