

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: Winchester

EPA NPDES Permit Number: MAR041072

Primary MS4 Program Manager Contact Information

Name: Beth Rudolph, P.E.

Title: Town Engineer

Street Address Line 1: 71 Mount Vernon Street

Street Address Line 2:

City: Winchester

State: MA

Zip Code: 01890

Email: brudolph@winchester.us

Phone Number: (781) 721-7120

Fax Number: (781) 721-7166

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.winchester.us/DocumentCenter/View/3788/Final-SWMP-June-2019-PDF>

Date SWMP was Last Updated: June 28, 2019

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:

The SSO inventory is included in the Town's SWMP. The SWMP is located on the Town's website: <https://www.winchester.us/DocumentCenter/View/3788/Final-SWMP-June-2019-PDF>
- 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:
- 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

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 Table 3 of Attachment 1 to Appendix H 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 each annual report

Solids, Oil and Grease (Hydrocarbons), or MetalsAnnual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

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:

Appendix H requires permittees that have direct discharges to water bodies that are impaired for phosphorus or

that are tributary to water bodies that are impaired for phosphorus to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as a part of the Phosphorus Source Identification Report, which is due in Permit Year 4. As dictated by the permit, at least one structural BMP must be installed by the end of Permit Year 6. Appendix H does not require permittees to estimate the amount of phosphorus removed by existing structural BMPs-- that is only a requirement for permittees discharging to a waterbody with an existing TMDL for phosphorus where a municipality wants to obtain credit for phosphorus removed as part of a comprehensive Phosphorus Control Plan. The structural BMP requirement above is therefore not applicable to Winchester. However, once the Town begins installation of structural BMPs as identified as part of their Phosphorus Source Identification Report, the Town will track and estimate the phosphorus removed by the BMP consistent with Attachment 3 to Appendix F, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year.

The Town inspected and maintained some, but not all, of their structural BMPs during Permit Year 2. As the Town continues to refine mapping of BMPs in Permit Year 2, and develop written operation and maintenance procedures, including inspection forms for BMPs, the Town will be able to complete inspection and maintenance of all BMPs during Permit Year 2.

The Town is working to develop a plan to optimize inspection, cleaning, and maintenance of catch basins to ensure that permit conditions are met and that no catch basin is more than 50% full. This plan will be complete in Permit Year 2, as outlined in the Town's Notice of Intent and required by the permit.

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:

No changes have been made at present. However, the Town is actively working to confirm outfall ownership and regulated status of outfalls. As field work progresses, the list of regulated outfalls will be revised as needed prior to IDDE investigations.

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: 8

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: 1-1 Brochures/Pamphlets -- Residents

Message Description and Distribution Method:

A notice regarding the impact of road salt and other winter de-icing material on receiving water quality was included in the Town Manager's newsletter in February 2019. A stormwater education piece is included in each monthly newsletter. The newsletter is posted to the Town website each month, and can be found here: <https://www.winchester.us/215/Town-Manager>

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Building Department

Measurable Goal(s):

By including educational messages about stormwater in the Town Manager's newsletter, the Town increased the number of residents likely to read the message. The online location of the newsletter is easily accessible, ensuring that the largest possible audience is reached.

Message Date(s): Winter 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The PSA was aired 310 times during the reporting period and has 6,800 subscribers. The PSA also streams

online.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: 1-3 Website/Email List Service/Press Release - Residents

Message Description and Distribution Method:

The Town published information to its website informing residents of proper disposal for pet waste, grass clippings, and leaf litter. The website also encourages the use of slow-release and phosphorus-free fertilizers, and explains the negative impacts each of these may have on receiving water quality. This information was also emailed to residents who signed up for alerts. Website: <https://www.winchester.us/466/Stormwater-Tips>

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department/ Town Manager

Measurable Goal(s):

There were 58 visits to the "Stormwater Tips" website during the reporting period. This online posting made the message highly visible, with the potential to inform a broad audience of the actions they can take to improve water quality in their community. The Town expects the website to have more hits in future permit years as other Public Education BMPs increase awareness of stormwater pollution prevention.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The poster was put in Town Hall during the reporting period and will remain in Town Hall for the duration of the permit term.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: 1-5 Brochures/Pamphlets - Residents

Message Description and Distribution Method:

The Town distributed flyers containing information about proper pet waste disposal during the issuance and renewal of dog licenses.

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Clerk

Measurable Goal(s):

The Town distributed approximately 2,000 informational flyers with dog license renewal mailings in January 2019. The bylaws associated with proper dog waste disposal are also posted next to the dog license applications on the Town website: <https://www.winchester.us/209/Dog-Licenses>

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: 1-6 Website/Press Release - Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

The Town published information to its website informing businesses, institutions and commercial facilities of proper disposal for pet waste, grass clippings, and leaf litter. The website also encourages the use of slow-release and phosphorus-free fertilizer, and explains the negative impacts each of these may have on receiving water quality. Website: <https://www.winchester.us/466/Stormwater-Tips>

Targeted Audience: Businesses, Institution, and Commercial Facilities

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

There were 58 visits to the "Stormwater Tips" website during the reporting period.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: 1-7 Brochures/Pamphlets - Residents

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department

Measurable Goal(s):

The Engineering Department sent 19 mailings to septic system owners during the reporting period.

Message Date(s): FY2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: 1-8 Web Page - Residents

Message Description and Distribution Method:

The Town created a website providing information about stormwater to residents: <https://www.winchester.us/466/Stormwater-Tips>

Targeted Audience: Residents

Responsible Department/Parties: Engineering Department, Town Manager

Measurable Goal(s):

The stormwater tips website was accessed 58 times during the reporting period.

Message Date(s): FY2019

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 completed Stormwater Management Plan (SWMP) was posted to the Town website in June 2019 and is available for public review. Once submitted, this Annual Report will be appended to the SWMP and posted to the Town's website.

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:

Winchester provided multiple public involvement and participation opportunities during FY2019. The Conservation Commission sponsored its annual Aberjona River Cleanup Day on May 4, 2019, providing plastic bags, gloves, and direction on which areas need cleaning up to volunteers. The Town also held a Hazardous Waste Collection Day on May 4, 2019, and 15,659 tons of hazardous waste that may have ended up in the MS4 was disposed of properly. Bryan Carignan, the assistant Town Engineer, attended the quarterly meetings of the Mystic River Steering Committee, a body working to improve environmental conditions in the Mystic River Watershed. Students participated in the annual MWRA poster and writing contests, placing second and third in the middle school poster category and winning the elementary school writing category.

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: 1

Number of SSOs removed: 1

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: 6

Total number of SSOs removed: 6

MS4 System Mapping

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

The Town has a comprehensive map of the drainage system, including outfalls, pipes, manholes, catch basins, interconnections with other MS4s, municipally owned stormwater treatment structures and impaired water bodies. Catchments to each outfall or interconnection have been delineated, but are subject to refinement as mapping is modified as needed during field investigations. The Town is currently working on mapping privately-owned stormwater treatment structures. The mapping to date is in accordance with the 2016 MS4 Permit's accuracy guidelines, and is included in Appendix D of the Stormwater Management Plan.

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:

[Empty text box for website URL]

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 0

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

Percent of total outfalls screened: 0

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:

[Empty text box for website URL]

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

Outfall screening and subsequent catchment investigation will begin in Permit Year 2.

IDDE Progress

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

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

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

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons

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: 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:

Two of the SSOs noted above were associated with overflows in MWRA's sewer interceptor, resulting in sanitary sewer overflows upstream in Winchester's sewer system.

Employee Training

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

The Town developed and implemented an IDDE training program, which includes an overview of the IDDE program and how to recognize illicit discharges and SSOs. The training presentation, which consisted of a PowerPoint Presentation, also covered MCM6: Pollution Prevention and Good Housekeeping for municipal activities. The training materials are included in the appendices of the written IDDE plan. The training was conducted on June 19, 2019, and was attended by ten employees.

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: 1 > 1 acre

Number of inspections completed: 2 > 1 acre

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:

The Town of Winchester adopted post-construction stormwater management control measures into the Town's Rules and Regulations Regarding the Use of Public Sewers and Storm Drains in April 2007. These regulations require compliance with certain Stormwater Management Standards in the Massachusetts Stormwater Handbook, use the Massachusetts Stormwater Handbook as a reference BMP Manual for design and performance standards, require long-term operation and maintenance of structural BMPs, and incorporate a runoff volume control standard. The Town's existing stormwater regulations are in the process of being reviewed, and will be updated in Permit Year 2 for compliance with the 2016 MS4 Permit.

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:

The Town has existing procedures that require submission of as-built drawings and long-term operation and maintenance for new development and redevelopment projects. The Town is reviewing these procedures and will make any updates necessary for compliance with the 2016 MS4 Permit by the end of Permit Year 2.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

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

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

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

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

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

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

See additional information section 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: 625

Number of catch basins cleaned: 625

Total volume or mass of material removed from all catch basins: 281.13 Tons

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

Total number of catch basins: 3,120

If applicable:

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

[Empty text box for reporting actions taken]

Street Sweeping

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

During the reporting period, the Town swept all streets and Town-owned parking lots once in the spring and once in the fall, meeting permit requirements specific to impaired waters. The Town is working to develop a Standard Operating Procedure for street sweeping, which will be complete by the end of Permit Year 2.

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

- Number of miles cleaned: _____
- Volume of material removed: _____ [UNITS]
- Weight of material removed: 336.86 Tons

If applicable:

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

The Town has limited rural uncurbed roadways with no catch basins, but these are swept twice per year as well, and will be included as part of Standard Operating Procedures developed for street sweeping in Permit Year 2.

Winter Road Maintenance

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

The Town developed a Standard Operating Procedure for Salt Use Optimization and Winter Road Maintenance. This SOP includes procedures for salt and anti-icing material application and storage, as well as guidelines for the appropriate use of salt alternatives. This SOP is included in Appendix H of the Stormwater Management Plan.

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 Town is working to compile an inventory of all Town-owned property including vehicles and equipment, which will be completed in Permit Year 2. All vehicles and equipment used for winter road maintenance were inventoried in the Salt Use Optimization SOP mentioned above.

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:

The Town is working to create and implement standard operation and maintenance procedures for all municipal activities and facilities. These SOPs will be as specific as possible, following guidelines published by EPA. These written procedures will be completed in Permit Year 2.

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:

The Town will develop comprehensive SWPPPs for municipal waste handling facilities, including the DPW Facility and the Transfer Station. These SWPPPs will be completed in Permit Year 2.

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:

The Town will develop a written procedure for stormwater treatment structure maintenance including inspection forms for stormwater treatment structures. This procedure will be incorporated into the operation and maintenance plan for all MS4 infrastructure in the Town.

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:

The Town currently cleans approximately 20% of its 3,120 catch basins each year. To meet the requirements for catch basin cleaning outlined in the 2016 MS4 Permit, the Town collected additional data during its regularly scheduled cleaning in Permit Year 1. The Town is currently out to bid on a catch basin cleaning contract that will include cleaning of 1,000 catch basins in Fall 2019. Data to be collected as part of this effort includes depth from the catch basin rim to the top of sediment, bottom of basin, and outlet pipe invert. This information will provide needed metrics going forward to determine which catch basins are more than 50% full as part of ongoing and future optimization planning efforts. The data collected during cleaning in Permit Year 2 will be integrated into the Town's GIS to identify which catch basins fill up more quickly. A final optimization plan will be compiled once all pertinent data is collected for each catch basin.

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:

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: Title:

Signature: Date:

[Signatory may be a duly authorized representative]