

Year 3 Annual Report
Massachusetts Small MS4 General Permit
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:

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:

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:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)

Bacteria/Pathogens
 Chloride
 Nitrogen
 Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State:

Assabet River Phosphorus
 Bacteria and Pathogen
 Cape Cod Nitrogen
 Charles River Watershed Phosphorus
 Lake and Pond Phosphorus

Out of State:

Bacteria/Pathogens
 Metals
 Nitrogen
 Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

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 has attempted to visit and inspect all known MS4 outfalls and the priority ranking was updated as necessary. However, there were some outfalls that proved extremely difficult to locate or access for inspection. Due to COVID-19 and the subsequent increased backlog of work for the DPW, as well as wet weather conditions in the spring and summer of 2021, the remaining outfall inspections could not be completed during Permit Year 3. Additionally, an initial desktop screening exercise was completed in Permit Year 3 to determine possible interconnection points with other MS4s. The Town is working to locate and access all remaining known outfalls and field verify interconnections to collect inventory data and screen them for dry weather flow in Permit Year 4.

The Town's existing Stormwater Management and Erosion Control Bylaw, Chapter 160 of the General Bylaws, and Stormwater Management and Erosion Control Regulations are largely compliant with the 2016 General Permit requirements (such as requiring LID to the maximum extent practicable, submission of as-built drawings, and long-term O&M for stormwater BMPs). Because the Bylaw refers to the Massachusetts

Stormwater Handbook for design and performance criteria and the Handbook update has been delayed, updates were postponed in anticipation of availability of the updated Handbook. The Town has made progress to update the regulations to fully meet these requirements and plans to adopt the updated regulations in Permit Year 4 regardless of the status of the Handbook revisions.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 - This is not applicable because we do not have sanitary sewer
 - This is not applicable because we did not find any new SSOs
 - The updated SSO inventory is attached to the email submission
 - The updated SSO inventory can be found at the following website:
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

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:

North Andover's street sweeping program begins in April and continues through the entirety of the summer into fall. While all streets in the MS4 are swept at least once each calendar year, it may not occur exactly within the constraints of the Permit Year (April - June).

The Town has developed a Town-wide Good Housekeeping and Pollution Prevention Program, and

implements the SOPs for facilities and infrastructure maintenance to the maximum extent practicable.

The Town completed maintenance on municipal BMPs as needed, but was unable to complete inspections in Permit Year 3.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

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

A pet waste message was included in the Census Mailing sent to all registered voters in January 2021.

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- The BMP information is attached to the email submission

- The BMP information can be found at the following website:

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

The Town has identified three sites with municipal BMPs that were installed within the Merrimack River Watershed since the General Permit issuance date. The Town will estimate the above information in Permit Year 4 based on applicable design plans and stormwater reports (if available).

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?

- Yes
 No

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

North Andover's NOI listed water quality impairments and TMDLs for the Town's receiving waters based on the 2014 303(d) List. The Town evaluated changes to the impairments and/or receiving waters based on the final 2016 303(d) List and the analysis is included in the Town's Permit Year 2 Annual Report and available in the Town's SWMP.

During outfall investigations completed in Permit Year 3, the Town removed some outfalls from the GIS mapping as a result of outfall investigations completed because they are private or a different type of drainage structure (e.g., culvert, BMP inlet). The attached outfall inventory includes a summary of outfalls added, removed, and the updated receiving waters.

Part IV: Minimum Control Measures

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

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

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

Message Description and Distribution Method:

The Town distributed electronic materials with information on stormwater management, including pollution control, stormwater and contaminant transport, proper salt storage, fertilizer use, and proper pet waste management. These materials include:

1. Ongoing Public Education on North Andover Stormwater Website - A List of Stormwater Tips is available on the North Andover Stormwater website. This list reminds residents of actions to reduce stormwater pollution such as not dumping waste into storm drains, calling the Conservation Commission if they see a suspicious discharge, disposing of pet waste properly, reducing fertilizer use, and sweeping up salt and sand from walkways after snow melts. The Town website also has an informational notice for residents from the North Andover Conservation Commission regarding proper disposal of face masks to prevent masks from entering storm drains after heavy rainfall events. Additionally, Hazardous Waste Disposal tips are also available for residents on the Town website which include information on proper disposal of waste oil to prevent damage to waterways. The Town shares the Think Blue Massachusetts "Fowl Water" video on its stormwater webpage. The video defines stormwater and explains the impact that trash, oil, cigarettes, and dog waste can have on stormwater and waterways. The Statewide Stormwater Education Campaign, Think Blue Massachusetts, ran an educational advertising campaign on behalf of community members of the Merrimack Valley Stormwater Collaborative. The campaign included posting the Fowl Water video as ads to Facebook, Instagram, and YouTube videos and completing a post-campaign survey.
2. Merrimack Valley Stormwater Collaborative - The Town of North Andover is a member of the Merrimack Valley Stormwater Collaborative which provides information to help viewers understand stormwater pollution. An informational brochure on proper septic system maintenance is available on the collaborative's website describing how a septic system works and how often the tank should be pumped and advises not to flush wipes, grease, plastics, or paint, which would damage the system. The Merrimack Valley Stormwater Collaborative also posted The Importance of Cleaning Up After Your Pet document on their website which discusses pet waste and water quality and details the health risks posed by pet waste, the damage that pet waste can cause on water bodies, and ways to properly dispose of pet waste to prevent pollution of water bodies.
3. Social Media Posts - The Town partnered with Greenscapes to post stormwater pollution prevention information describing how pollutants can directly travel into water bodies from storm drains and includes a link to the Northern Middlesex Stormwater Collaborative's website with more information on addressing stormwater pollution. Additionally, the Town posted MS4 educational information on Facebook and Twitter including reducing the use of synthetic fertilizers and detailing methods for organic fertilizing, keeping storm

drains clean, leaf/yard waste management, and proper septic management videos.

4. Census Public Education - Public Education regarding proper pet waste management and disposal was included within the Census mailing sent out by the Town Clerk to North Andover residents, including references to dog licensure and the Town's "Pooper Scooper" Bylaw.

Targeted Audience: Residents

Responsible Department/Parties: Public Works, Conservation

Measurable Goal(s):

1. The List of Stormwater Tips, Proper Disposal of Face Masks notice, and Hazardous Waste Disposal tips are available to all visitors of the Town website. The "Water Fowl" video is available on the Town website. The Think Blue MA Campaign has reported a total of 48,416 impressions for North Andover in 2021 including 11,684 Facebook/Instagram impressions, 31,319 Youtube Ad impressions, and 5,413 Spanish language impressions.
2. The Septic System Maintenance brochure and The Importance of Cleaning Up After Your Pet document are available on the Merrimack Valley Stormwater Collaborative website.
3. The MS4 educational posts shared on Facebook were accessible to the 5,745 members following the social media account, receiving approximately 168 engagements, with 4,976 people reached. The MS4 educational posts shared on Twitter were accessible to the 5,373 members following the social media account, generating approximately 671 interactions with 5,804 views of the posts.
4. The pet waste public education included in the census mailing was mailed to 12,699 registered voters within the North Andover community.

Message Date(s): 2020 ; Greenscapes Septic Smart Flyer - September 20, 2020 ; Stormwater Pollution Prevention - November 3, 2020.
 Twitter posts: Septic Smart videos - September 14, 2020; Leaf/Yard Waste Management - November 2, 2020 ; Keep Storm Drains Clean: December 1, 2020.
 1. Stormwater Tips, Face Masks, and Hazardous Waste education: Ongoing
 "Water Fowl" video on website: Ongoing; Think Blue campaign: May 17-June 4, 2020
 2. Merrimack Valley Stormwater Collaborative education: Ongoing
 3. Facebook posts: Greenscapes; Fertilizer - June 14, 2021 ; "Think Blue" video - July 7,
 4. Census mailing: January 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:

Face mask disposal information and the associated connection to stormwater pollution is a relatively new concept where education was deemed important as a result of the ongoing COVID-19 pandemic.

BMP: Education and Outreach to All Audiences

Message Description and Distribution Method:

The 2020 Water Quality Report included information on proper pet waste disposal and the effects of pet waste on water quality, the NPDES Stormwater Program, and stormwater tips. This report reaches all water customers, including residents, businesses, etc. The report is also posted on the Water Treatment Plant website.

Targeted Audience: All Audiences

Responsible Department/Parties: Water Department

Measurable Goal(s):

The Town sent a letter to 12,165 water customers referring them to the Water Treatment Plant webpage to review the 2020 Annual Water Quality Report. 22 customers thus far have requested hard copies of the report.

Message Date(s): Mailings were sent to water customers on June 16, 2021 referring them to the Water Treatment Plant website to review the 2020 Annual Water Quality Report.

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 in Municipal Offices

Message Description and Distribution Method:

Copies of the Greenscapes Guide (details landscaping practices such as composting and using native plants) were distributed by the Conservation Department. Greenscapes brochures explaining the drainage system and providing information about not dumping waste down catch basins are available at the Town Community Development Center. The DPW office also has brochures about pet waste management and why stormwater is important available at its front desk.

Targeted Audience: Residents

Responsible Department/Parties: Public Works, Conservation

Measurable Goal(s):

These brochures are available to all visitors of the Community Development Center and DPW offices.

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 Industrial Audience

Message Description and Distribution Method:

A Greenscapes informational brochure on Stormwater Pollution Prevention for Industrial Sites is posted on the Town's Stormwater website, which describes ways to prevent introducing pollution into stormwater

systems including proper salt storage; erosion prevention, sediment control, and runoff management practices; spill prevention and response procedures; and Low Impact Development (LID) techniques.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Public Works, Conservation

Measurable Goal(s):

The brochure is available to all visitors of the Town webpage.

Message Date(s): October 6, 2020

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 Town's SWMP was made available on the Stormwater Webpage for public review and comment.

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:**

1. Waste Oil Collection - Residents can drop off waste oil at the DPW on the first and third Saturday of every month so it can be properly disposed of.
2. Spring Yard Waste and Leaf Pickup - As part of a spring special bagged curbside pickup, the DPW collected leaf and yard waste from residents the weeks of May 3rd, May 10th, and May 24th, 2021.
3. Cyr Recycling Center - Residents can properly dispose of grass clippings, leaves, brush, and tree limbs at this site.
4. TBI Center - Residents can drop off all recyclables at this center, including mixed paper, paperboard, metal,

glass, and plastic food containers. The Town held fall and spring Household Hazardous Waste Collection Days with Clean Harbors at the TBI Facility on October 31, 2020 and April 17, 2021.

5. North Andover Town-wide Clean Up - The Town hosted a cleanup day on May 16, 2021 where volunteers collected trash and debris throughout sections of Town.

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:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

Improvements were made to the Town's MS4 system mapping during the dry weather outfall investigations conducted in Permit Year 3. Potential interconnections have been added to the mapping and will be field verified during Permit Year 4.

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:

The Town has attempted to visit and inspect all known MS4 outfalls. In Permit Year 3, the Town and their stormwater consultant attempted to complete the investigations for previously unscreened outfalls and also

attempted to field verify outfalls that could not be located during previous field efforts. At the end of Permit Year 3, approximately 78% of the Town's MS4 outfalls have been successfully inventoried and screened and the outfall inventory was updated as necessary. The remaining outfalls have proved to be difficult to locate or access and require extra effort by DPW staff to field verify. Due to COVID-19 and the subsequent increased backlog of work for the DPW, as well as wet weather conditions in the spring and summer of 2021, the remaining outfall inspections could not be completed during Permit Year 3. The Town will continue to complete field work to locate and screen the remaining outfalls and interconnections in Permit Year 4.

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:

There is one historic Problem Catchment to Sutton Pond (OF-73). The "Sutton 06" outfall catchment area was investigated and sewer and drainage improvements were completed in this area during the previous Permit term. Outfall OF-73 was revisited in dry weather under the 2016 General Permit term and there was no evidence of a sanitary sewer discharge.

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:

See attached for Permit Year 3 illicit discharge removal report.

A suspected illicit discharge was discovered by Town employees on July 25, 2018 at 160-162 Water Street during routine drainage system maintenance. Personnel observed suds discharging from a drain pipe which appeared to originate from the residence. Upon further investigation in the home, Town staff discovered that a washing machine at the residence was connected to the drainage system. The renter was verbally informed that the washing machine needed to be re-plumbed to the sewer with documentation provided to the Engineering Department within 60 days. In Permit Year 2, multiple follow up calls were made to the renter with no response. In Permit Year 3, the Town reached out to the property's landlord and was informed that the current renter doesn't have a washing machine, so there are no current discharges. The Town is working with the homeowner to permanently disconnect the laundry connection, which may include a new connection to the municipal sewer.

Employee Training

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

A training was completed by Town employees on June 29, 2021, which reviewed the overall MS4 program, illicit discharges to the drain, IDDE Program responsibilities, and reporting. 17 representatives from the DPW, including operations and engineering, completed the training.

Town representatives attended numerous Merrimack Valley Planning Commission (MVPC) meetings and trainings during the reporting period, with topics including Year 3 permit requirements, MS4 Year 3 summary and regional updates, education and outreach practices, and MVPC stormwater services.

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 quantities reported are for sites over an acre. Additional site plan reviews and inspections were completed

for smaller sites.

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

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received:

Optional: Enter any additional information relevant to the submission of as-built drawings:

12 as-builts were received by Planning and Conservation for sites over an acre. Additional as-builts were received for smaller sites.

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:

Development of the Street Design and Parking Lots Report will occur in Permit Year 4.

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:

Development of the Green Infrastructure Report will occur in Permit Year 4.

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:

Development of the Retrofit Properties Inventory will occur in Permit Year 4.

MCM6: Good Housekeeping

Catch Basin Cleaning

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

Number of catch basins inspected:

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.

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:

Street Sweeping

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:

Stormwater Pollution Prevention Plan (SWPPP)

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

Number of site inspections completed:

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

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:

Due to COVID-19, the Town continued to operate on a reduced DPW force. As such, the DPW was responding to emergencies only and had to put typical catch basin cleaning operations and BMP inspections on hold. The Town anticipates increasing operations when possible.

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

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

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 V: 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: Title:

Signature: Date:

[Signatory may be a duly authorized representative]