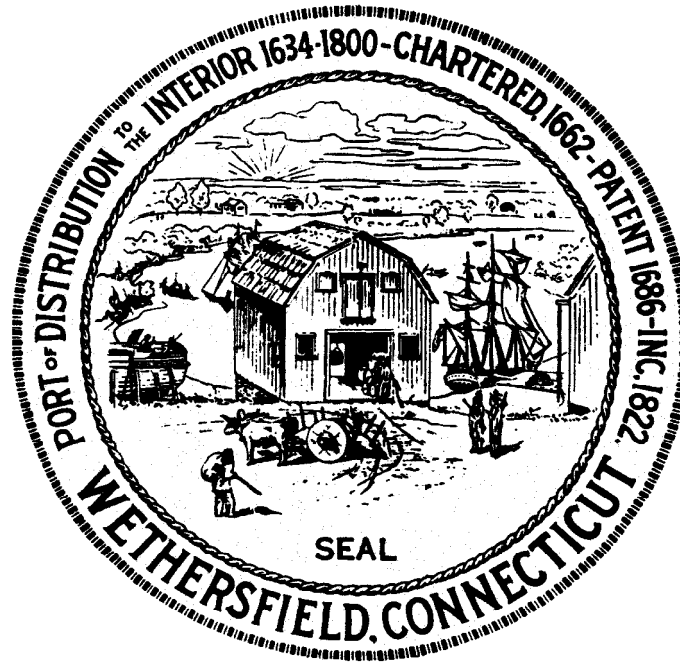


TOWN OF WETHERSFIELD, CONNECTICUT

General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4)

2017 Annual Report



Prepared by

Wethersfield Engineering Division

Town of Wethersfield
 MS4 General Permit 2017 Annual Report
 Existing MS4 Permittee
 Permit Number GSM000031

This report documents the Town of Wethersfield's efforts to comply with the conditions of the MS4 General Permit to the maximum extent practicable (MEP) from January 1, 2017 to December 31, 2017. Refer to the Town of Wethersfield Stormwater Management Plan (SMP) effective July 1, 2017 for additional information

Stormwater Program Permit Information	
Permitting Authority:	Commissioner of CT DEEP
Permit Number:	GSM000031
Permit Type:	General
Permit Name:	General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems
Date Issued:	1/20/2016
Date Effective:	7/1/2017
Date Expires:	6/30/2022

General Information for MS4 Operator	
Operator Name:	Jeff Bridges
Operator Title:	Town Manager
Represented Entity:	Town of Wethersfield
Mailing Address:	505 Silas Deane Highway
Mail City:	Wethersfield, CT 06109
Phone Number:	860-721-2801
E-Mail Address:	Jeff.Bridges@wethersfieldct.gov
Co- Permitting With:	Commissioner of CTDEEP
Population:	26,700
Households:	11,100
Area (sq mi):	13
Official Website:	www.wethersfieldct.gov

General Information for Primary Contact Person	
Name:	Derrick Gregor, P.E.
Title:	Town Engineer
Phone Number:	860-721-2853
E-Mail Address:	Derrick.Gregor@wethersfieldct.gov

General Information for Secondary Contact Person	
Name:	Donald Moisa, L.S.
Title:	Operations Coordinator and Wetlands Agent
Phone Number:	860-721-2852
E-Mail Address:	Don.Mosia@wethersfieldct.gov

General Information for Receiving Waters		
Receiving Water Lists: Listed below are all the identified receiving waterbodies to which outfalls discharge		
Receiving Streams (creek, stream, river etc.)	Receiving Waterbodies (lake, wetland, ocean, etc.)	Receiving Watersheds
Beaver Brook Cemetery Brook Collier Brook Fairlane Brook Folly Brook Goff Brook Two Stone Brook	1860 Reservoir Bell Pond Griswold Pond Millwoods Pond Murphy Pond Wethersfield Cove	Connecticut River Long Island Sound

Part I: Summary of Minimum Control Measure Activities

1. Public Education and Outreach (SMP Table 4 & MS4 Permit Section 6 (a)(1) / Page 19)

1.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Continue to Broadcast Public Service Announcements on Local Government Access Television	Complete	Public Service Announcements (PSAs) have been broadcast on the Local Government Access Channel and available on the Engineering Division page of the Town website	Educate audience about problems caused by pollutant discharges to stormwater systems and how to prevent such discharges	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	http://www.wethersfieldct.gov/engineering
Continue Targeted Outreach Efforts on Stormwater Management during the Development Permit Review and Approval Process	Complete	Proposed development has been reviewed for stormwater management and water quality for all PZC & IWWC permit applications and best management practice are encouraged in all instances	Ensure all proposed development mitigates any increase in stormwater runoff leaving the site, provides water quality treatment and encourages groundwater recharge / LIDs where feasible	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	All new developments and many retrofit projects (depending on scope) are required to provide stormwater treatment in accordance with the 2004 CT Stormwater Quality Manual
Develop and Post Brochures / Fact Sheets on Impacts to Water Quality and Pollutants of Concern	In progress	Staff has begun research for required materials	Educate public on common pollutants of concern	Engineering Division / D. Moisa (Operations Coordinator)	July 2018	Anticipate completion by due date	Informational brochure and related info to be developed by staff
Develop Stormwater Reference Materials Library for Public and Staff Use	Complete	The Engineering Division has assembled a library of various stormwater related material available for public and staff use	Maintain reference materials regarding stormwater management, treatment & runoff reduction	Engineering Division / D. Moisa (Operations Coordinator)	July 2018	Ongoing BMP	Incl. 2004 CT Stormwater Quality Manual, 2002 CT Guidelines for Soil Erosion and Sediment Control and other published documents

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Provide Website Links to Education Materials on Town Website	Complete	Links to valuable stormwater related material has been provided on the Engineering Division page of the Town website	Educate audience about environmental issues caused by pollutant discharges	Engineering Division / D. Gregor (Town Engineer)	July 2018	July 2017	http://www.wethersfieldct.gov/engineering

1.2 Describe any Public Education and Outreach activities planned for the next year, if applicable.

Continue broadcasting PSAs, addressing stormwater management during permit application reviews and continue maintaining reference materials throughout duration of the MS4 Permit.

1.3 Details of activities implemented to educate the community on stormwater

Program Element/Activity	Audience (and Number of People Reached)	Topic(s) Covered	Pollutant of Concern Addressed (if applicable)	Responsible Dept. or Partner Organization
Presentation to Third Grade Class on Nov 20, 2017	Students (approx. 20)	Engineering, Storm Drainage	Pollutants that can enter catch basins and impact environmental resources	Engineering Division (Town Engineer)
New Stormwater Permitting Requirements page printed in 2018 Town Guide & Calendar (Provided by the Town of Wethersfield)	Town Residents and Visitors (approx. > 26,000)	Best practices at home to reduce stormwater pollution	Phosphorus, nitrogen, grass clippings, leaves, trash	Town Engineering Division & Planning Dept.

2. Public Involvement/Participation (SMP Table 5 & MS4 Permit (Section 6(a)(2) / Page 21)

2.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Comply with Public Review and Comment Periods for Annual MS4 General Permit Reports	Complete	Annual reports were made available for public review and comment on Town website and at Engineering Division office a min. of 45 days prior to submittal	Continue posting annual reports for public review and comment	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	Announcement of draft report for public review was made in Weekly Town Manager's Report, direct email to residents and on Town's homepage, and was posted at http://www.wethersfieldct.gov/engineering
Continue Management of Town Refuse Collection and Recycling Program	Complete	Staff has managed & monitored programs and facilities (incl. Transfer Station) to ensure conformance with all regulations	Continue management of Collection/Recycling Programs and addressing public comments and concerns	Physical Services / S. Katz (Dir. of Physical Services)	July 2017	Ongoing BMP	Information provided at http://www.wethersfieldct.gov/physical-services
Continue to Schedule Trash Cleanup and Hazardous Waste Collection Events	Complete	See Section 1.3 above	Continue to coordinate with Central CT Health District & MDC to hold annual trash cleanup and hazardous waste collection events	Physical Services / S. Katz (Dir. of Physical Services), Central CT Health District & MDC	July 2017	Ongoing BMP	

2.2 Describe any Public Involvement/Participation activities planned for the next year, if applicable.

Continue to make annual reports available to the public per Freedom of Information Act requirements and hold annual trash cleanup and hazardous waste collection events that are coordinated with regional agencies.

2.3 Public Involvement/Participation Reporting Metrics

Metrics	Implemented	Date	Posted
2017 Metropolitan District Commission (MDC) Household Hazardous Waste Collection held at Wethersfield High School	Yes	June 17, 2017	Coordinated by MDC & Town Physical Services Division for proper disposal of hazardous waste
2017 Free Paper Shredding Event	Yes	May 11, 2017	Coordinated by Town Social Services and Physical Services Divisions
2017 ‘Source-to-Sea Clean-up’ Day	Yes	Sept 23, 2017	Coordinated by the Connecticut River Watershed Council & Town Physical Services Division for collection of trash in environmentally sensitive areas
Provisions for free disposal of organic debris at Town Transfer Station after significant storm events	Yes	Ongoing	Provided for residents by Physical Services Division to properly dispose of debris
Availability of the Stormwater Management Plan announced to public	Yes	March 2017	Included in weekly Town Manager’s Report and posted at http://www.wethersfieldct.gov/content/398/408/default.aspx
Availability of Annual Report announced to public	Yes	January/February 2018	Announcement provided on Town’s homepage, included in weekly Town Manager’s Report emailed to public and posted at http://www.wethersfieldct.gov/engineering

3. Illicit Discharge Detection and Elimination (SMP Table 6 & MS4 Permit Section 6(a)(3) and Appendix B / Page 22)

3.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Develop Written IDDE Program	In progress	Staff is in process of completing written IDDE program using the published template	Complete written plan for IDDE program	Engineering Division / D. Gregor (Town Engineer)	July 2018	Anticipate completion by due date	
Develop Citizen Reporting Program	In progress	Staff is in process of developing standards for the public to report suspected IDDE	Develop a convenient way for the public to report suspected IDDE	Engineering Division / L. Burroughs (Eng. Tech)	July 2018	Anticipate completion by due date	

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Develop Record Keeping System for IDDE Tracking	Complete	A spreadsheet/database has been developed by staff to track all IDDE from initial report to final resolution	Develop and maintain spreadsheet to track all reported IDDE	Engineering Division / L. Burroughs (Eng. Tech)	July 2018	December 2017	IDDE spreadsheet will be maintained by staff
Review and Update Legal Authority to Prohibit Illicit Discharges	Complete	Staff confirmed existence of Town Ordinance for Illicit Discharge	Provide authority to resolve IDDE occurrences immediately	Engineering Division / D. Gregor (Town Engineer)	July 2018	December 2017	Town Ordinance Chapter 141, Article I, Illicit Discharges and Connections to Stormwater Drainage System https://ecode360.com/8362678
Develop List and Map all MS4 Stormwater Outfalls throughout Municipality	In progress	GIS database and mapping is being developed to identify outfall locations	Complete inventory of all stormwater system outfalls	Engineering Division / D. Moisa (Operations Coordinator)	July 2019	Anticipate completion by due date	
Detailed MS4 Infrastructure Mapping in Priority Areas	In progress	GIS database and mapping is being developed to identify drainage infrastructure within Priority Areas	Complete inventory of stormwater system in Priority Areas	Engineering Division / D. Moisa (Operations Coordinator)	July 2020	Anticipate completion by due date	Priority areas will be identified in GIS to confirm required drainage system data
Identify IDDE in Areas with Pollutants of Concern	Not started		Identify potential sources of pollution	Engineering Division / D. Gregor (Town Engineer)	July 2020	Anticipate completion by due date	

3.2 Describe any IDDE activities planned for the next year, if applicable.

The written IDDE program will be posted to the Engineering Division page of the Town website and a link provided in next year's Annual Report. The Town will update the written IDDE program as needed throughout the permit term.

Develop citizen reporting procedures and maintain master IDDE tracking spreadsheet.

3.3 List of citizen reports of suspected illicit discharges received during this reporting period.

Date of Report	Location / Suspected Source	Response Taken
Oct 25, 2017	Vicinity of #58 Monticello Drive / Caller reported an SUV visibly leaking fluid and parked over a catch basin	Operations Coordinator visited location to confirm evidence of leak and Town Engineer contacted owner informing them of their responsibilities in the matter. Vehicle has been repaired and is no longer parked where leaks could enter a catch basin.

3.4 Provide a record of illicit discharges occurring during the reporting period and SSOs occurring July 2012 through end of reporting period using the following table.

Location (Lat-Long/ street crossing / address and receiving water)	Date and Duration of Occurrence	Discharge to MS4 or Surface Water	Estimated Volume Discharged	Known or Suspected Cause / Responsible Party	Corrective Measures Planned and Completed (include dates)	Sampling Data (if applicable)
58 Monticello Drive / 1860 Reservoir	Oct 25, 2017	No	Negligible	Automobile Leak	Vehicle has been repaired and is no longer parked where leaks could enter a catch basin.	
226 Longvue Dr. *	Jan 7, 2012	No	500 (gal)	Debris	MDC Sewer crew responded	
71 Surrey Dr. *	Jan 23, 2012	No	3 (gal)	Jet Truck Hose Cleaning	MDC Sewer crew responded	
23 Churchill Rd *	Feb 17, 2012	No	1 (gal)	Jet Truck Hose Cleaning	MDC Sewer crew responded	
780 Wolcott Hill Rd *	Feb 21, 2017	No	1 (gal)	Jet Truck Hose Cleaning	MDC Sewer crew responded	
540 Ridge Rd *	Mar 15, 2012	No	2 (gal)	Jet Truck Hose Cleaning	MDC Sewer crew responded	
135 Robbins Dr. *	Apr 29, 2017	No	15 (gal)	Jet Truck Hose Cleaning	MDC Sewer crew responded	
268 Crest St. *	May 11, 2012	No	2000 (gal)	Debris	MDC Sewer crew responded	
29 Byrd Rd. *	May 16, 2012	No	10 (gal)	Issue with sewer lateral	MDC Sewer crew and Inspector responded	
134 Colman Rd. *	Feb 20, 2013	No	35 (gal)	CIPP Lining Project	Contractor mitigated situation	
138 Coleman Rd. *	Mar 5, 2013	No	4 (gal)	CIPP Lining Project	Contractor mitigated situation	
7 Railroad Place *	Jun 8, 2013	No	N/A	Weather	MDC Emergency crew responded	
288 & 272 Crest St. *	Nov 16, 2013	No	1500 (gal)	Grease	MDC Sewer crew responded	

Location (Lat-Long/ street crossing / address and receiving water)	Date and Duration of Occurrence	Discharge to MS4 or Surface Water	Estimated Volume Discharged	Known or Suspected Cause / Responsible Party	Corrective Measures Planned and Completed (include dates)	Sampling Data (if applicable)
Church St. *	May 1, 2014	No	<1000 (gal)	Capacity Limitations	None, surcharge flows must recede to normal operating level	
226 Longvue Dr. *	Apr 6, 2016	No	350 (gal)	Debris	MDC Sewer crew responded	
Marsh Street Pump Station*	Aug 18, 2016	No	<100 (gal)	Force Main Break	MDC Sewer crew responded, repaired force main	

* Information provided by MDC

3.5 Briefly describe the method used to track illicit discharge reports, responses to those reports, and who was responsible for tracking this information.

IDDE spreadsheet that records IDDE from initial report to final resolution is maintained by L. Burroughs (Eng. Tech)

3.6 Provide a summary of actions taken to address septic failures using the table below.

Location and nature of structure with failing septic systems	Actions taken to respond to and address the failures	Impacted waterbody or watershed, if known
N/A		

3.7 IDDE Reporting Metrics

Metrics	
Estimated or actual number of MS4 outfalls	170
Estimated or actual number of interconnections	86 (est.)
Outfall mapping complete	50%
Interconnection mapping complete	50%

Metrics	
System-wide mapping complete (detailed MS4 infrastructure)	50%
Outfall assessment and priority ranking	10%
Dry weather screening of all High and Low priority outfalls complete	0%
Catchment investigations complete	0%
Estimated percentage of MS4 catchment area investigated	0%

3.8 Briefly describe the IDDE training for employees involved in carrying out IDDE tasks including what type of training is provided and how often is it given (minimum once per year).

Engineering Division staff are reminded at least annually to look for and identify potential IDDE during completion of MS4 related tasks and general operations.

4. Construction Site Runoff Control (SMP Table 7 & MS4 Permit Section 6(a)(4) / Page 25)

4.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Upgrade and Enforce Land Use Regulations to Meet MS4 General Permit Requirements	In progress	Staff drafted updates to the Zoning Regulations to include MS4 requirements	Finalize and adopt Zoning Regulation updates	Engineering Division / D. Gregor (Town Engineer)	July 2019	Anticipate completion by due date	Updates will also be added to Subdivision Regulations

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Continue Interdepartmental Coordination of Site Plan Review and Approval	Complete	All Town Departments conducted site plan reviews (as applicable) and held meetings/coordinated as needed prior to issuance of permits	Continued use of standardized review procedures	Engineering Division / D. Gregor (Town Engineer) & D. Moisa (Operations Coordinator & WL Agent)	July 2017	Ongoing BMP	Site plan applications are typically reviewed by the Planning Dept., Engineering Division, ZEO and Fire Marshall
Continue Performing Construction Site Inspections	Complete	Staff conducted site inspections throughout construction to ensure conformance with approved plans	Continued site inspections throughout construction period	Engineering Division / D. Moisa (Operations Coordinator & WL Agent)	July 2017	Ongoing BMP	Engineering Division staff is primarily responsible; however, the ZEO and other staff members also perform inspections as needed
Maintain Procedures to Allow Public Comment on Site Development	Complete	Local Commission meeting schedules and agendas were published, and all meetings were open to the public	Continued publishing of meeting info and responding to questions/concerns from the public	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	Staff is available to respond to questions and concerns during the approval and construction process
Implement Procedure to Notify Developers and Contractors of Need for DEEP Construction General Permit	Complete	DEEP notification requirements were included in handouts for permit applications to local Commissions and also added to the Engineering Division page of the Town website	Continued distribution of requirements to permit applicants	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	Info is available at http://wethersfieldct.gov/content/398/408/499.aspx
Enforce Waste Collection Requirements	Complete	Staff inspected site conditions during construction to ensure waste was properly managed	Continued site inspections for proper waste management	Engineering Division / D. Moisa (Operations Coordinator)	July 2017	Ongoing BMP	Engineering Division staff is primarily responsible; however, the ZEO and other staff members also perform inspections as needed

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Enforce Contaminated / Hazardous Materials Requirements	Complete	Staff inspected site conditions during construction to ensure contaminated /hazardous materials were properly managed	Continued site inspections for proper material management	Engineering Division / D. Moisa (Operations Coordinator)	July 2017	Ongoing BMP	Engineering Division staff is primarily responsible; however, the ZEO and other staff members also perform inspections as needed

4.2 Describe any Construction Site Runoff Control activities planned for the next year, if applicable.

Finalize updates to the Zoning Regulations and continue applying other MCMs required by the MS4 Permit.
<http://wethersfieldct.gov/content/398/408/499.aspx>

5. Post-Construction Stormwater Management (SMP Table 8 & MS4 Permit Section 6(a)(5) / Page 27)

5.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Establish Legal Authority and Guidelines Regarding LID and Runoff Reduction in Site Planning	In progress	Staff has drafted updates to the Zoning Regulations to include LID/Runoff Reduction	Finalize and adopt Zoning Regulation updates	Engineering Division / D. Gregor (Town Engineer)	July 2021	Anticipate completion by due date	Updates will also be added to Subdivision Regulations
Promote LID/Runoff Reduction for Development and Redevelopment Projects	In progress	Staff has drafted updates to the Zoning Regulations to include LID/Runoff Reduction	Finalize and adopt Zoning Regulation updates	Engineering Division / D. Gregor (Town Engineer)	July 2019	Anticipate completion by due date	Updates will also be added to Subdivision Regulations
Complete DCIA Mapping for all MS4 Outfalls	In progress	Staff has downloaded DCIA maps from UConn CLEAR and is currently evaluating data	Identify DCIA that contributes to runoff at MS4 outfalls	Engineering Division / D. Moisa (Operations Coordinator)	July 2020	Anticipate completion by due date	

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Implement Long-Term Maintenance Plan for Stormwater Basins and Treatment Structures	Not Started		Implement Maintenance Plans for Town-owned facilities and Private Developments	Physical Services / S. Katz (Dir. of Physical Services) & Engineering Division / D. Gregor (Town Engineer)	July 2019	Anticipate completion by due date	The Town does not own any detention basins or treatment structures at this time; however, plans for maintenance will be developed for future use.
Address Post-Construction Issues in Areas with Pollutants of Concern	Not Started		Prioritize areas for DCIA retrofits based on conditions during annual inspections	Engineering Division / D. Gregor (Town Engineer)	July 2020	Anticipate completion by due date	

5.2 Describe any Post-Construction Stormwater Management activities planned for the next year, if applicable.

Finish implementation of LID/runoff reduction requirements in Zoning and Subdivision Regulations.

5.3 Post-Construction Stormwater Management Reporting Metrics

Metrics	
Baseline (2012) Directly Connected Impervious Area (DCIA)	1,814 acres
DCIA disconnected this year (redevelopment plus retrofits)	To be determined pending final Commission permit approvals
Retrofits completed	0
Percentage of DCIA disconnected since 2012	To be determined
Estimated cost of retrofits	To be determined
Detention or retention ponds identified	To be determined pending final Commission permit approvals

5.4 Briefly describe the method to be used to determine baseline DCIA.

Baseline DCIA will be determined using impervious cover information throughout Town provided by UConn CLEAR/NEMO and general knowledge or area.

6. Pollution Prevention/Good Housekeeping (SMP Table 9 & MS4 Permit Section 6(a)(6) / Page 31)

6.1 BMP Summary

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Continue Formal Employee Training Program	Complete	Employee training/direction on standard operating procedures was held on an ongoing basis throughout year	Continued training to increase awareness of water quality issues	Physical Services / S. Katz (Dir. of Physical Services) & Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	Procedures such as spill response, reporting issues observed in the field and general guidelines are reviewed with staff during ‘tailgate’ meetings
Implement Infrastructure Repair and Rehab Program	Not Started		Development of a Program to record drainage system deficiencies and complete repairs	Physical Services / S. Katz (Dir. of Physical Services)	July 2020	Anticipate completion by due date	Town is currently using Facility Dude as a work order and reporting system
Document Projects that Disconnect DCIA	Complete	Spreadsheet has been developed to record all disconnected DCIA and track total impervious area	Development of record-keeping system for tracking disconnected DCIA in Town	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	
Disconnect DCIA through Retrofit Projects	Not Started		Identify potential retrofit sites within MS4 Priority Areas and complete retrofit projects	Engineering Division / D. Gregor (Town Engineer)	July 2022	Anticipate completion by due date	

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Implement Property and Operations Maintenance Procedures – Parks and Open Space	Complete	<ul style="list-style-type: none"> • Application of slow release fertilizer reduced from 2x to 1x per year • Fertilizer applied in June during dry season • Soil testing of ball fields completed annually • Fertilizers are stored in enclosed cabinets/sheds • Supervisors hold Pesticide Licenses and appropriate staff have Applicator Licenses • Staff removes trash receptacles from Town parks and buildings • Residents are notified when containers are delivered not to put grass clippings & leaves in trash barrels 	Implement procedures for maintaining Town properties, parks and other facilities to minimize discharge of pollutants to MS4	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	Town collects curbside leaves annually and transports them to a stockpile yard for composting/mulching, and uses a vehicle wash bay located within the Town Garage that has DEEP-approved wash water controls
Implement Property and Operations Maintenance Procedures – Pet Waste Management	Complete	<ul style="list-style-type: none"> • Parks have stations with bag dispensers for collecting pet waste • Bag dispensers are refilled weekly • Signs are posted to pick up after pets 	Reduce potential sources of bacteria entering stormwater from pet waste	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Implement Property and Operations Maintenance Procedures – Waterfowl Management	In Progress	<ul style="list-style-type: none"> • Town has conducted “light therapy”, installed decoys and all-natural grass sprays to keep geese away from Mill Woods Swimming Pond. • ‘No Feeding’ signs are present at Spring St Pond 	Reduce waste, vermin and bacteria associated with congregating water fowl	Parks & Recreation / Kathy Bagley (Dir. of Parks & Recreation)	July 2018	Ongoing BMP	Additional ‘Do Not Feed Waterfowl’ signs have been ordered from DEEP and will be installed in areas where waterfowl congregate such as Wethersfield Cove, Mill Woods Park, Spring St Pond and Cloverdale Pond
Implement Property and Operations Maintenance Procedures – Town Buildings and Facilities	Complete	<ul style="list-style-type: none"> • Staff has completed Globally Harmonized System (GHS) Training for Hazard Communication • SWPPP for Physical Services Facility has been implemented • Parking lots at Town facilities are periodically swept to remove pollutants • Staff removes trash receptacles from Town parks and buildings • Staff cleans and maintains Transfer Station area, which is only operational during limited hours 	Continue proper maintenance of Town facilities in accordance with DEEP requirements	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	The Town Fire Chief is also the Asst. Dir. Of Physical Services and aware of federal & state regulations regarding spill control. Town is also in process of obtaining new waste bins for the Transfer Station.

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Implement Property and Operations Maintenance Procedures – Vehicles and Equipment	Complete	<ul style="list-style-type: none"> • Vehicle wash bay at the Physical Services Facility has DEEP-approved wash water controls with drains that discharge to a holding tank. • All leaks are cleaned immediately with proper disposal of associated material • Full-time Fleet Maintenance staff are available to repair vehicle leaks when needed 	Continue proper maintenance of Town vehicles and equipment in accordance with DEEP requirements	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	The Town Fire Chief is also the Asst. Dir. Of Physical Services and knowledgeable regarding federal & state regulations for spill control. The Town Fire Department and DEEP are notified of significant leaks (5 gal or greater) as required.
Implement Property and Operations Maintenance Procedures – Leaf Management	Complete	<ul style="list-style-type: none"> • Town provides a curbside leaf collection program each fall • Residents can also bring leaves to the Transfer Station • All leaf material is composted by the Town 	Continue to offer services for proper disposal of leaves to minimize discharge stormwater	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	Town offers free disposal of organic debris after severe storm events
Continue Street Sweeping Program	Complete	All local roads were swept from April to May 2017	Continued annual sweeping of all Town-owned roads	Physical Services / S. Katz (Dir. of Physical Services)	July 2017	Ongoing BMP	2017 Work completed by Wethersfield Sweeping Services, collected material is typically organic (not sand)

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Continue Catch Basin Cleaning Program	Complete	All Town-owned catch basins were cleaned and inspected from April to May 2017	Continued annual cleaning & inspection of all Town-owned catch basins	Physical Services / S. Katz (Dir. of Physical Services)	July 2017	Ongoing BMP	2017 Work completed by Wethersfield Sweeping Services, collected material is typically organic (not sand) and Town is notified of any structural deficiencies
Snow Management Practices - Deicing Material Management	Complete	<ul style="list-style-type: none"> Automated salt application equipment was used to manage application rates (no brine was stored and applied by Town) Town begun survey and design of a new salt storage shed at the Physical Services Facility 	Continued use of Standard Operating Procedures and BMPs for deicing material management	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	Town plans to replace existing wooden, lean-to salt shed with an enclosed canopy structure in 2018
Snow Management Practices – Snow and Ice Control Practices	Complete	<ul style="list-style-type: none"> Automated salt application equipment (zero velocity spreaders) were used to manage application rates Excess snow was stockpiled at the Town yard along Jordan Lane and within parking lots along Greenfield St and Mill Woods Park as needed 	Continued use of Standard Operating Procedures and BMPs for snow and ice control practices	Physical Services / S. Katz (Dir. of Physical Services)	July 2018	Ongoing BMP	Town treats approx. 105 miles of local roads and typically applies 250-275 tons of rock salt per storm event (Town does not apply brine)

BMP	Status	Activities in Current Reporting Period	Measurable Goal	Department / Person Responsible	Due Date	Date Completed or Projected Completion Date	Additional Details
Coordinate with Interconnected MS4s	In Progress	Town is in process of identifying interconnected MS4s and coordinating with associated owners	Identified locations of interconnected MS4s and sharing annual report information with associated owners	Engineering Division / D. Gregor (Town Engineer)	July 2020	Anticipate completion by due date	
Implement Program to Control Other Sources of Pollutants to MS4	Completed	All proposed development was reviewed for stormwater management, water quality and potential pollution sources during PZC & IWWC applications	Continue to control potential pollutant sources through plan reviews, citizen input and site inspections	Engineering Division / D. Gregor (Town Engineer)	July 2017	Ongoing BMP	All new developments and many retrofit projects (depending on scope) are required to provide stormwater treatment in accordance with the 2004 CT Stormwater Quality Manual, which assist in controlling pollution
Implement Additional Measures for Discharge to Impaired Waters	Not started		Implementation of turf management procedures and retrofit/source management projects as funding allows	Engineering Division / D. Gregor (Town Engineer)	July 2020	Anticipate completion by due date	

6.2 Describe any Pollution Prevention/Good Housekeeping activities planned for the next year, if applicable.

Town plans to replace existing salt shed at Physical Services Facility located at 100 Marsh St to store salt at a higher elevation with respect to the FEMA flood plain. The schedule will be dependent on DEEP permit requirements, which are still to be determined.

6.3 Pollution Prevention/ Good Housekeeping Reporting Metrics

Metrics	
Employee training provided for key staff	Staff attended MS4 permit seminars/webinars and is actively involved in managing the MS4 Program
Street Sweeping	
Curb miles swept	205 miles (102.5 miles of local roads)
Volume (or mass) of material collected	600 tons
Catch Basin Cleaning	
Total catch basins in priority areas	To be determined
Total catch basins in MS4	3,155
Catch basins inspected	3,155
Catch basins cleaned	3,155
Volume (or mass) of material removed from all catch basins	Unknown
Volume removed from catch basins to impaired waters (if known)	Unknown
Snow management	
Type(s) of deicing material used	Rock Salt
Total amount of each deicing material applied	2,110 tons
Type(s) of deicing equipment used	Trucks
Lane-miles treated	205 miles (102.5 miles of local roads)
Snow disposal location	Jordan Lane Stockpile Yard (located west of the Berlin Tpke)
Staff training provided on application methods & equipment	Staff is informed of and follows standard operating procedures
Municipal turf management program actions (for permittee properties in basins with N/P impairments)	
Reduction in application of fertilizers (since start of permit)	None to date
Reduction in turf area (since start of permit)	0.0 Acres
Lands with high potential to contribute bacteria (dog parks, parks with open water, & sites with failing septic systems)	
Cost of mitigation actions/retrofits	All parks have stations with bag dispensers for collecting dog waste (refilled weekly) and signs to pick up after pets, and Town has conducted “light therapy”, installed decoys and all-natural grass sprays to keep geese away from Mill Woods Swimming Pond. Town plans to install additional “No Feeding” signs in areas where waterfowl congregate, which are paid for with Operating Funds.

6.4 Catch Basin Cleaning Program

Briefly describe the method used to optimize your catch basin inspection and cleaning schedule.

The Physical Services Department ensures all Town-owned catch basins are cleaned and inspected annually as soon as practical after the winter season by a private contractor and system repairs are made as needed.

6.5 Retrofit Program

Briefly describe the Retrofit Program identification and prioritization process, the projects selected for implementation, the rationale for the selection of those projects and the total DCIA to be disconnected upon completion of each project.

To be provided in 2018 Annual Report per MS4 Permit requirements

Describe plans for continuing the Retrofit program and how to achieve a goal of 1% DCIA disconnection in future years.

To be provided in 2018 Annual Report per MS4 Permit requirements

Describe plans for continuing the Retrofit program beyond this permit term with the goal to disconnect 1% DCIA annually over the next 5 years

To be provided in 2018 Annual Report per MS4 Permit requirements

Part II: Impaired Waters Investigation and Monitoring

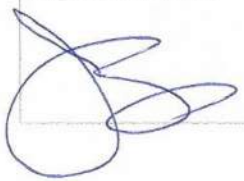

(To be provided in 2018 Annual Report per MS4 Permit requirements)

Part III: Additional IDDE Program Data

(To be provided in 2018 Annual Report per MS4 Permit requirements)

Part IV: Certification

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement made in this document or its attachments may be punishable as a criminal offense, in accordance with Section 22a-6 of the Connecticut General Statutes, pursuant to Section 53a-157b of the Connecticut General Statutes, and in accordance with any other applicable statute."

Chief Elected Official or Principal Executive Officer	Document Prepared By
Print name:	Print name:
Jeff Bridges, Town Manager	Derrick Gregor, P.E., Town Engineer
Signature / Date:	Signature / Date:
 3/29/2018	 3/29/18