

How to complete the MS4 Annual Report template

General Instructions

- Text highlighted yellow represents generic text to be updated.
- Example responses are provided in red text.
- Blue text specifies if a section is only required in certain reporting years.

Completing Part I: Summary of Minimum Control Measure (MCM) Activities

- Best Management Practice (BMP) Summary tables: Each MCM section starts with a BMP Summary table. A description of what to include in each column is below.

BMP: Self-explanatory.

Status: Provide status of BMP implementation (not started, ongoing/in progress, complete).

Activities in current reporting period: Describe ongoing and completed BMP activities and their status (Not started, ongoing, or completed). Briefly explain if you're on schedule to meet the deadline or not. If not, explain why you don't expect to meet the deadline.

Measurable Goal: Provide a measurable goal for the BMP.

Dept/Person Responsible: Identify the lead department and responsible person for that BMP. Note if it changed from the previous year. Third parties may be listed here if they are implementing the BMP but the permittee retains responsibility for tracking the BMP.

Due: BMP deadline from permit.

Date completed / projected completion date: Actual BMP completion date or when it's scheduled to be completed.

Additional details: Add any additional details including reasons for overdue BMPs, specific location of BMP is applicable, reason for adding an additional BMP.

- Other Tables: Each MCM has specific data reporting requirements. Brief descriptions and/or example responses are provided for each requirement.

Completing Part II: Impaired waters investigation and monitoring [This section required beginning in 2018]

- Brief instructions are provided for each reporting requirement throughout Part III.

- For Section 2.1 and 2.2, follow-up investigation required (last column) if the following pollutant thresholds are exceeded:

Pollutant of concern	Pollutant threshold
Nitrogen	Total N > 2.5 mg/l
Phosphorus	Total P > 0.3 mg/l
Bacteria (fresh waterbody)	<ul style="list-style-type: none"> E. coli > 235 col/100ml for swimming areas or 410 col/100ml for all others Total Coliform > 500 col/100ml
Bacteria (salt waterbody)	<ul style="list-style-type: none"> Fecal Coliform > 31 col/100ml for Class SA and > 260 col/100ml for Class SB Enterococci > 104 col/100ml for swimming areas or 500 col/100 for all others
Other pollutants of concern	Sample turbidity is 5 NTU > in-stream sample

Completing Part III: Additional IDDE Program Data [This section required beginning with 2018 Annual Report]

- Brief instructions are provided for each reporting requirement throughout Part IV.

Completing Part IV: Certification - Self-explanatory

MS4 General Permit
Town of Westbrook, 2018 Annual Report
Existing MS4 Permittee
Permit Number GSM 000054
[January 1, 2018 – December 31, 2018]

This report documents Westbrook’s efforts to comply with the conditions of the MS4 General Permit to the maximum extent practicable (MEP) from January 1, 2018 to December 31, 2018.

Part I: Summary of Minimum Control Measure Activities

1. Public Education and Outreach (Section 6 (a)(1) / page 19)

1.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
1-1 Implement public education and outreach	In progress	<ul style="list-style-type: none"> Maintain existing library of storm water educational materials Expand library As part of the science curriculum, 7th graders in Westbrook continue to conduct surveys of Cold Spring Creek, located behind school, once or twice/month. Westbrook Middle School offers a one-day, after-school field trip to the vernal pool located behind the school. Vernal pool development, the importance of vernal pools to the ecosystem and wildlife diversity are discussed GIS information available on the Town 	<p>Research and add materials to website.</p> <p>Continue to publish pertinent articles in quarterly Westbrook Events publication</p> <p>Contact schools -begin dialog to introduce storm water program</p>	<p>Planning, Zoning & Development/E. Knapp*</p> <p>Inland Wetlands/H. Wallace</p> <p>Health Department/S. Marino</p> <p>WPCC/S. Mickens</p> <p>Public Works/J. Riggio</p>	Ongoing	Ongoing	<p>*Change in personnel</p> <ul style="list-style-type: none"> Westbrook has created and staffed “MS4 Educator” position to perform education and outreach activities Student surveys of Cold Spring Creek include testing for water temperature, dissolved oxygen,

		<p>website include coverages of FEMA Flood Zones (last updated 2/6/2013), Coastal Resources, Hurricane Inundation, Natural Resource Protection, Water Resource Protection, Assessor's Parcel Map, USGS topography, Open Space, Zoning, Public Works, Windborne Debris and Beach Associations, all of which are relevant to storm water management</p>					<p>pH, nitrates, and visual observations and conclude with reports/projects for class sharing.</p> <ul style="list-style-type: none"> • Vernal pool field trip is led by a volunteer, and typically has an enrollment of 6-10 students
1-2 Address education / outreach for pollutants of concern*	In progress	<ul style="list-style-type: none"> • Continue to maintain webpage/target individual groups to address pollutants of concern (bacteria, pet waste, lawn care, fertilizers, pesticides, mercury, improper waste disposal, impervious coverage and illicit discharges • Westbrook Plan of Conservation and Development on file in Westbrook Town Hall includes recommendations for storm water management, and included input from Westbrook Town staff, volunteers and citizens. The plan can be found on the Town's website: http://westbrookct.us/Docs/2011%20POCD.pdf • Water Pollution Control Commission septic pump-out program requires homeowners to have system maintenance performed at least every 5 years. Pumpers required to log pump-outs online, Town tracks information and mails reminders continually to residences outside 5-year parameter. • WPCC webpage contains educational material relative to septic systems and water pollution, with link to DEEP P2 webpage • WPCC submits Facebook posts to local "Friends of Westbrook" with reminders for septic "Do and Don't" during septic smart week, and hung posters around town, including the Town Green 	<ul style="list-style-type: none"> • Continue monthly meeting of Storm Water "Team" to implement SWMP, including education/outreach • Continue submission of storm water pertinent articles for publication in local "Westbrook Events" with specific attention to pollutants of concern 	<p>Public Works/J. Riggio Inland Wetlands/H. Wallace</p> <p>Planning, Conservation & Development/E. Knap p</p> <p>WPCC/S. Mickens</p>	Ongoing	July 1, 2017; ongoing	<ul style="list-style-type: none"> • Pet Waste brochure mailed annually with dog licensing renewals • SSDS pamphlet mailed with Certificates of Discharge for new install/system upgrade • "Westbrook Events" published quarterly; mailed to every Town residence/business address • 200 pump-out reminders mailed to residents • Continue to display IDDE poster at several locations around Town. • Hired "MS4 Educator to perform education and

2. Public Involvement/Participation (Section 6(a)(2) / page 21)

2.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
2-1 Continue availability of Final Stormwater Management Plan to the public	Completed	SWMP is available for review at Town Garage and on webpage http://westbrookct.us/stormwater.php	Remind residents of availability	Public Works/J. Riggio	Ongoing	March 30, 2017	Include availability in "Westbrook Events" article
2-2 Comply with public notice requirements for Annual Reports	In progress	To be noticed in Hartford Courant, and on webpage http://westbrookct.us/stormwater.php	Notify public of DRAFT availability; accept comments from the public for a 30-day period. Make final Plan available on webpage and at Town offices	Public Works/J. Riggio	Feb 15, 2019	Feb 15, 2019	Paper copies (DRAFT and Final) will be available for review at Town Garage and on webpage http://westbrookct.us/stormwater.php
2-3 Storm Water Drain Marker Program	In progress	The Town of Westbrook continues to add catch basin markers reading "No Dumping, Drains to Waterway" and to monitor/replace as necessary	Purchase and install additional catch basin markers	Public Works/J. Riggio	n/a		Markers will be replaced as needed.
2-4 Clean-Up Activities	Ongoing	<ul style="list-style-type: none"> The Conservation Commissions 2 Conservation Interns continued to maintain trails and parking areas in the State-approved Menunketesuck Greenway which 		Conservation Commission/M. Marx			

		<p><i>included erosion control on Horse Hill Woods (228 acres) and Chapman Mill Pond (83 acres) on the Menunketesuck River Watershed. Erosion control was also conducted on the 7-acre Salt Island Overlook and the Mulvey Municipal Center Patchogue Riverbank Walkway, both protecting coastal estuaries. Trash pickup was part of the regular tasks.</i></p> <ul style="list-style-type: none"> • <i>The Westbrook Garden Club is working to clean up Salt Island Overlook (Open Space overseen by the Conservation Commission) and establish a meadow, utilizing native plantings. Phase I (ridding the area of existing vegetation) has been completed without the use of herbicides.</i> • <i>Local beach organizations maintain their designated beach areas that include sponsored beach clean-ups</i> • <i>The Town contracts a beach cleaning service to conduct a comprehensive sweeping of Town beaches prior to Memorial Day, just after the 4th of July, and regular cleanings through Labor Day. During these cleaning events, the beaches are dragged and trash is removed from beach areas.</i> • <i>Westbrook sponsors an Adopt-A-Spot program that enables private citizens to maintain small garden areas around Town. These pervious areas with shrubs and flowering plants help to reduce the amount of storm water runoff entering the Town's drainage system.</i> 		<p><i>Westbrook Garden Club/D. Rie</i></p> <p><i>Public Works/J. Riggio</i></p> <p><i>Planning/Zoning & Development/E. Knapp*</i></p>		<p><i>A description of the program, guidelines and available locations is provided on the Town's website: http://westbrookct.us/adopt_a_spot.php</i></p> <p><i>*Change of personnel</i></p>
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2.2 Describe any Public Involvement/Participation activities planned for the next year, if applicable.

Continue to hold monthly stormwater team meetings to review SMP implementation progress. Continue dialog with school to discuss opportunities for student involvement (i.e. poster contest or coordinated clean up) – see Section 1.2. Identify opportunities for storm water educator to hand out materials to public (i.e. Town events on the Green, to beach-goers, etc.).

2.3 Public Involvement/Participation reporting metrics

Metrics	Implemented	Date	Posted
Availability of the Stormwater Management Plan to public	Yes	2017 03 30	Hartford Courant and http://westbrookct.us/stormwater.php
Availability of Annual Report announced to public	Yes	2018 02 15	Hartford Courant and http://westbrookct.us/stormwater.php

3. Illicit Discharge Detection and Elimination (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 completed or projected completion date	Additional details
3-1 Develop written IDDE program	Complete	Written IDDE program completed	Evaluate document annually	Public Works/J. Riggio	Jul 1, 2018	2017 11 01	IDDE program appears on webpage http://westbrookct.us/stormwater.php
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas	In progress	<ul style="list-style-type: none"> The Town has located and mapped known outfalls in the urbanized area (MS4 regulated area) using GPS equipment. 	Continue to update map, continue to add data to spreadsheet Map remaining	Public Works/J. Riggio	Jul 1, 2019	The Town will work diligently to meet deadline of July 1, 2019, pending staff availability and funding	

		<ul style="list-style-type: none"> Began compiling spreadsheet 	<p>outfalls outside of the urbanized area and within Town boundary</p> <p>Add current map to dedicated storm water webpage</p>				
3-3 Implement citizen reporting program	Complete	Logged reports per existing SOP	Track and investigate reported incidents	Storm Water Team	Jul 1, 2017	July 1, 2017	Storm water dedicated webpage includes information regarding IDDE and provides telephone number and email address for public to report instances
3-4 Establish legal authority to prohibit illicit discharges	Completed	Ordinance adopted	Review and update as necessary	Public Works/J. Riggio	Jul 1, 2018	2018 04 05	
3-5 Develop record keeping system for IDDE tracking	Completed	Excel spreadsheet stored on Town server is accessible to Land Use and Public Works personnel for logging data	Review and revise system as necessary	Storm Water Team	Jul 1, 2017	July 1, 2017	
3-6 Address IDDE in areas with pollutants of concern	In progress	Investigate reported complaints and respond as appropriate		Storm Water Team	Not specified		

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

Maintain master IDDE tracking spreadsheet and ensure all employees involved in IDDE program understand the logging process

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

Date of Report	Location / suspected source	Response taken
1/28/2018	119 2nd Avenue/possible water main break	DPW crew member traced source to sump pump on Maple Avenue - no odor, water clear
2/20/2018	60 Wright's Pond Road/Compost pile is situated at edge of water - possible contamination due to run off during precipitation event	Owner directed to move compost pile away from pond
7/11/2018	Ripley Hill Road/Constant discharge from Water's Edge to Ripley Hill Road which goes into Storm drain through pipe to beach	Director of Health investigated, and spoke with Maintenance for Resort - determined source to be from cooling towers of Water's Edge Resort - tap water only. Worked with maintenance dept. to redirect water, situation abated 07-14-18
11/7/2018	8 Rip Tide/Water covering road, coming up from catch basin	DPW Director investigated, found problem to be from complainant's own sump, which was lowered during basement renovation. Instructed homeowner to raise sump out of ground water table
12/17/2019	5 Minnow Lane/Water freezing on road	DPW Director investigated, found water source to be sump. Homeowner notified to re-direct water away from road to mitigate icy conditions on roadway

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)
60 Wright's Pond Road	February 11, 2018	Wright's Pond		Homeowner	Homeowner directed to move compost pile away from edge of pond	
Ripley Hill Road	07/11/18 – 3 days	MS4	6700 gallons	Water's Edge Resort	Tap water run onto rooftop cooling towers to prevent overheating redirected to remain on property for ground infiltration	

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

Information from callers forwarded to Colleen Topitzer in DPW, who logs data on spreadsheet. Member of Storm Water Team responds, depending on source of discharge. That information also communicated for recording on spreadsheet.

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
Church Hill Lane	New system installed	
Pine Lake Road	Backup/clog cleared – no breakout	

3.7 IDDE reporting metrics

Metrics	
Estimated or actual number of MS4 outfalls	275
Estimated or actual number of interconnections	5
Outfall mapping complete	(64%)
Interconnection mapping complete	(0%)
System-wide mapping complete (detailed MS4 infrastructure)	36% (estimated)
Outfall assessment and priority ranking	0%
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).

- *Transfer Station and DPW Facility employees attend annual and as needed Storm Water Pollution Prevention Plan training as mandated in the CT DEEP General Permit for the Discharge of Storm Water Associated with Industrial Activity*
- *Land Use staff attend outside workshops that cover storm water related topics, pending workshop availability*
- *Staff tasked with IDDE responsibilities attended IDDE-specific training on June 25, 2018. Topics covered included an MS4 and IDDE overview, sampling and monitoring requirements, and training for proper procedures and use of sampling equipment purchased by the Town for the purpose of completing screening and sampling in-house.*

4. Construction Site Runoff Control (Section 6(a)(4) / page 25)

4.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
4-1 Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit	Ongoing	<ul style="list-style-type: none"> • <i>The Town of Westbrook Zoning Regulations (most recent 2015 12 17) provides for soil erosion and sediment control plans for developments that disturb more than 1/2 acre.</i> • <i>Regulations developed by the Inland Wetlands and Watercourses Commission specify the submittal of a map or written description of erosion and sedimentation controls as part of an application, and are required to meet acceptable standards that</i> 	<ul style="list-style-type: none"> • <i>Review regulations for compliance with MS4 requirements</i> • <i>The Town will continue to require developers, construction site operators, or contractors maintain consistency with the 2002 Guidelines for Soil Erosion and Sedimentation Control, as amended, the CT Storm Water Quality Manual, and all storm water discharge</i> 	<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace</i>	Jul 1, 2019	2017 07 01	<p><i>*Change in personnel</i></p> <p><i>Erosion and Sedimentation Control Plans submitted for subdivisions and commercial developments were reviewed by the Zoning Commission in 2016.</i></p>

		<i>include the most recent version of the Connecticut Guidelines for Soil and Sediment Control; verification that the plan has been followed is required prior to issuance of a Certificate of Occupancy</i>	<i>permits issued by DEEP within the municipal boundary pursuant to CGS 22a-430 and 22a-430b.</i>				
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval	<i>Complete</i>	<i>Software purchased and installed by Town allows multiple departments to review applications concurrently, and interact, to ensure compliance</i>	<i>Review process to ensure procedure meets end goal</i>	<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace Health/S. Marino</i>	<i>Jul 1, 2017</i>	<i>2017 07 01</i>	<i>*Change in personnel Regular staff meetings held to review application and office procedures, which are updated as necessary</i>
4-3 Review site plans for stormwater quality concerns	<i>Ongoing</i>	<i>All applications are reviewed for compliance with existing regulations, which address storm water quality concerns, prior to issuance of permit</i>		<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace Health/S. Marino</i>	<i>Jul 1, 2017</i>	<i>2017 07 01</i>	<i>*Change in personnel</i>
4-4 Conduct site inspections	<i>Ongoing</i>	<i>Regular inspections occur throughout project to track progress and ensure compliance</i>		<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace Health/S. Marino</i>	<i>Jul 1, 2017</i>	<i>2017 07 01</i>	<i>*Change in personnel</i>
4-5 Implement procedure to allow public comment on site development	<i>Ongoing</i>	<i>Commission meeting agendas posted, public welcome to attend, or forward written communication to be read into the minutes. Time given during meeting for public comment</i>		<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace</i>	<i>Jul 1, 2017</i>		<i>*Change in personnel</i>

4-6 Implement procedure to notify developers about DEEP construction stormwater permit		<i>Applicants made aware of State and Federal permits during application review</i>		<i>Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace</i>	Jul 1, 2017	2017 07 01	<i>*Change in personnel</i>
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4.2 Describe any Construction Site Runoff Control activities planned for the next year, if applicable.

5. Post-construction Stormwater Management (Section 6(a)(5) / page 27)

5.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
5-1 Establish and/or update legal authority and guidelines regarding LID and runoff reduction in site development planning	<i>Not started</i>			<i>Planning, Zoning & Development/E. Knapp*</i>	Jul 1, 2021		<i>*Change in personnel</i>
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects	<i>Not started</i>			<i>Planning, Zoning & Development/E. Knapp*</i>	Jul 1, 2019		<i>*Change in personnel</i>
5-3 Identify retention and detention ponds in priority areas	<i>In Progress</i>	<i>Develop list of retention and detention ponds; prioritize</i>	<i>Collect data to identify priority area</i>	<i>Wetlands/H. Wallace</i>	Jul 1, 2019	<i>Anticipate completion by the deadline of 2019 07 01, pending Town staff availability and funding</i>	<i>Proposed planimetric data acquirement will help to fulfill this BMP requirement</i>
5-4 Implement long-term maintenance plan for stormwater basins and treatment structures	<i>In progress</i>	<i>Collect data during inspections and general field observations</i>	<i>Develop spreadsheet from data collected to implement plan</i>	<i>Public Works/J. Riggio</i>	Jul 1, 2019	<i>Anticipate completion by the deadline of 2019 07 01, pending Town staff availability and funding</i>	

5-5 DCIA mapping	<i>Not started</i>			<i>Planning, Zoning & Development/E. Knapp*</i>	Jul 1, 2020		<i>*Change in personnel</i>
5-6 Address post-construction issues in areas with pollutants of concern	<i>Not started</i>			<i>Planning, Zoning & Development/E. Knapp*</i>	Not specified		<i>*Change in personnel</i>

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

5.3 Post-Construction Stormwater Management reporting metrics

Metrics	
Baseline (2012) Directly Connected Impervious Area (DCIA)	TBD (acres)
DCIA disconnected (redevelopment plus retrofits)	0 acres this year / acres total TBD
Retrofits completed	0
DCIA disconnected	0 % this year / 0% total since 2012
Estimated cost of retrofits	TBD
Detention or retention ponds identified	0 this year / # total TBD

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

TBD

6. Pollution Prevention/Good Housekeeping (Section 6(a)(6) / page 31)

6.1 BMP Summary

BMP	Status	Activities in current reporting period	Measurable goal	Department / Person Responsible	Due	Date completed or projected completion date	Additional details
6-1 Develop/implement formal employee training program		<ul style="list-style-type: none"> Continued on the job training for daily activities at the DPW Facility, Transfer Station and road ROWs to practice safe materials handling Storm Water Pollution Prevention Plan training - Transfer Station and DPW Facility employees attend annual and as needed Storm Water Pollution Prevention Plan training as mandated in the CT DEEP General Permit for the Discharge of Storm Water Associated with Industrial Activity Land Use staff attend outside workshops that cover storm water related topics, pending workshop availability Spill protocols in place Storm Water Team completed 	<ul style="list-style-type: none"> Continue providing on-the-job instruction to new and existing employees related to stormwater management Continue annual IDDE training/review Continue to seek and attend outside training resources on subject matter relative to storm water management. 	Public Works/J. Riggio Planning, Zoning & Development/E. Knapp* Wetlands/H. Wallace Health/S. Marino WPCC/S. Mickens Director of Emergency Management/D. Izzo	Jul 1, 2017	2017 07 01	*Change in personnel

		<i>IDDE-specific training, including proper techniques for sampling protocols</i>				
6-2 Implement MS4 property and operations maintenance	Ongoing	<ul style="list-style-type: none"> • <i>Re-review methods of fertilizer optimization methods with landscape contractor*</i> • <i>Continue to properly dispose of grass clippings and leaves at Town properties to ensure this material does not enter the MS4 system or waters of the State of CT</i> • <i>Continue current pet waste management practices – posted “No Dogs Allowed” signage in areas where dogs are not allowed, and receptacles/pet waste baggies or required carry-out in areas where dogs are allowed.</i> • <i>Continue existing protocols to ensure Town-owned facilities, vehicles and equipment</i> 	<ul style="list-style-type: none"> • <i>Continue to monitor municipal properties relative to pollutants of concern for proper use, storage, and disposal of same.</i> • <i>Continue to ensure that employees understand and implement proper use, storage, and disposal procedures.</i> 		Jul 1, 2018	<i>*Change of vendor</i>

		<p><i>comply with MS4 permit regulations</i></p> <ul style="list-style-type: none"> • <i>Continue current leaf management practices, which are in compliance with MS4 permit regulations</i> • <i>Vehicle wash protocol includes a dedicated wash bay with wastewater collection system.</i> 				
6-3 Implement coordination with interconnected MS4s	<i>Not Started</i>	<i>Coordinate interconnections with DOT</i>	<i>Contact DOT to begin dialog of responsibilities</i>	<i>Public Works/J. Riggio</i>	<i>Not specified</i>	
6-4 Develop/implement program to control other sources of pollutants to the MS4	<i>In Progress</i>	<i>Listing of storm water general permit registrants reviewed</i>	<i>Determine non-permitted locations that have potential to contribute pollutants</i>	<i>WPCC/S. Mickens</i>	<i>Not specified</i>	
6-5 Evaluate additional measures for discharges to impaired waters*	<i>In Progress</i>	<ul style="list-style-type: none"> • <i>Continue proper fertilization application policies at Town facilities</i> 	<i>Develop waterfowl program to include identification of lands where waterfowl congregate and implementation of appropriate measures to educate public, discourage feeding practices, and discourage congregation</i>	<i>Public Works/J. Riggio</i>	<i>Not specified</i>	<p><i>Local Elks Club utilizes large “dog cut-out” on lawn areas to discourage congregation of geese.</i></p> <p><i>New parking lot in Town Center utilized pervious pavement and native, drought-resistant plantings</i></p>
6-6 Track projects that disconnect DCIA	<i>Not Started</i>		<i>Develop and implement a procedure to track DCIA annually.</i>	<i>Planning, Zoning & Development/E. Knapp*</i>	<i>Jul 1, 2017</i>	<i>*Change in personnel</i>

6-7 Implement infrastructure repair/rehab program	<i>Not Started</i>		<i>Review and refine (if necessary) infrastructure repair/rehab program to be consistent with MS4 General Permit requirements.</i>	<i>Public Works/J. Riggio</i>	Jul 1, 2021		
6-8 Develop/implement plan to identify/prioritize retrofit projects	<i>Not Started</i>		<i>Review total DCIA; identify and prioritize suitable retrofit projects.</i>	<i>Planning, Zoning & Development/E. Knapp*</i>	Jul 1, 2020		<i>*Change in personnel</i>
6-9 Implement retrofit projects to disconnect 2% of DCIA	<i>Not Started</i>		<i>Review total DCIA; identify and prioritize suitable retrofit projects</i>	<i>Planning, Zoning & Development/E. Knapp*</i>	Jul 1, 2022		
6-10 Develop/implement street sweeping program	<i>Ongoing</i>	<i>All streets are swept annually at end of winter, typically February through May. Streets are monitored and swept additionally as necessary, typically in late fall. Town owned and operated parking lots and work yards, are swept as needed. Beach areas are swept twice per year.</i>	<i>Continue to track sweeping activities to include inspection/observation results, curb miles swept, dates of cleaning, volume or mass of material collected, and method of reuse or disposal.</i>	<i>Public Works/J. Riggio</i>	Jul 1, 2017	2017 07 01	
6-11 Develop/implement catch basin cleaning program	<i>Ongoing</i>	<i>All catch basins (approx. 1000) are cleaned annually. Priority is given to clean out catch basins at lower elevations. Additional cleaning performed upon verbal or written communication received from public, or during field observation</i>	<i>Develop spreadsheet to track all cleanings and collect data to include: total number of catch basins, number inspected, number cleaned, total volume or mass of material removed with attention to those catch basins which drain to water quality limited waters</i>	<i>Public Works/J. Riggio</i>	Jul 1, 2020	Anticipate completion by deadline of 2020 07 01	

6-12 Develop/implement snow management practices	Ongoing	Westbrook utilizes sand, or a mix of sand/salt for snow and ice control. Materials are stored at the Town Garage facility in a dedicated salt shed which is monitored and maintained to ensure containment and minimize risk of exposure to storm water. The facility parking lot is swept regularly. Records are kept to track volume of material used. On the job training provided to staff and outside contractors to ensure standard operating practices for minimal material use are optimized.		Public Works/J. Riggio	Jul 1, 2018	2017 07 01	DPW crew members review proper practices annually.
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6.2 Describe any Pollution Prevention/Good Housekeeping activities planned for the next year, if applicable.

Continue with training and regular review of existing procedures. Establish contact with DOT to begin compliance efforts with regard to interconnections. Work on waterfowl program.

6.3 Pollution Prevention/ Good Housekeeping reporting metrics

Metrics

Employee training provided for key staff	Yes, 2018 04 30 and 2018 06 25
Street sweeping	
Curb miles swept	40 miles
Volume (or mass) of material collected	267 tons
Catch basin cleaning	
Total catch basins in priority areas	TBD
Total catch basins in MS4	600
Catch basins inspected	1000
Catch basins cleaned	1000
Volume (or mass) of material removed from all catch basins	342 tons
Volume removed from catch basins to impaired waters (if known)	
Snow management	
Type(s) of deicing material used	Sand & Salt
Total amount of each deicing material applied	497 tons sand/864 ton salt
Type(s) of deicing equipment used	Plows/Spreaders
Lane-miles treated	100 miles
Snow disposal location	Town ROW
Staff training provided on application methods & equipment	Yes/SOP/reviewed at start of season annually
Municipal turf management program actions (for permittee properties in basins with N/P impairments)	
Reduction in application of fertilizers (since start of permit)	0
Reduction in turf area (since start of permit)	0
Lands with high potential to contribute bacteria (dog parks, parks with open water, & sites with failing septic systems)	
Cost of mitigation actions/retrofits	TBD

6.4 Catch basin cleaning program

Provide any updates or modifications to your catch basin cleaning program

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. [\[Provide information if available in 2018 report. Section to be completed for the 2019 Annual Report.\]](#)

Describe plans for continuing the Retrofit program and how to achieve a goal of 1% DCIA disconnection in future years. [\[Provide information if available in 2018 report. Section to be completed for the 2019 Annual Report.\]](#)

Describe plans for continuing the Retrofit program beyond this permit term with the goal to disconnect 1% DCIA annually over the next 5 years. [\[Provide information if available in 2018 report. Section to be completed for the 2019 Annual Report.\]](#)

Part II: Impaired waters investigation and monitoring [This section required beginning with 2018 Annual Report]

1. Impaired waters investigation and monitoring program

1.1 Indicate which stormwater pollutant(s) of concern occur(s) in your municipality or institution. This data is available on the MS4 map viewer: <http://s.uconn.edu/ctms4map>.

Nitrogen/ Phosphorus Bacteria Mercury Other Pollutant of Concern

1.2 Describe program status.

Discuss 1) the status of monitoring work completed, 2) a summary of the results and any notable findings, and 3) any changes to the Stormwater Management Plan based on monitoring results.

After reviewing available options, Westbrook decided to tackle monitoring and sampling requirements utilizing existing employees where possible. This decision was made to maximize available funds as well as to keep employees and departments with a stake in the MS4 program in close touch with processes, sampling results and progress made. To that end, Westbrook purchased sampling and monitoring equipment and received training on procedures and use of same. Westbrook is now working on assessment and ranking to prioritize screening. Westbrook completed one sampling activity, as detailed below.

2. Screening data for outfalls to impaired waterbodies (Section 6(i)(1) / page 41)

2.1 Screening data

Complete the table below for any outfalls screened during the reporting period. Each Annual Report will add on to the previous year’s screening data showing a cumulative list of outfall screening data.

Outfall ID	Sample date	Parameter (Nitrogen, Phosphorus, Bacteria, or Other pollutant of concern)	Results	Name of Laboratory (if used)	Follow-up required?
WB-1	09-25-18	Bacteria	- E. Coli 7,700 col/100ml - T Coliform 10,500 col/100ml	Eastern Analytical Laboratory, Inc.	Yes
WB-2	09-25-18	Bacteria	- E. Coli 3,350 col/100ml - T Coliform 4,625 col/100ml	Eastern Analytical Laboratory, Inc.	Yes

2.2 Credit for screening data collected under 2004 permit

If any outfalls to impaired waters were sampled under the 2004 MS4 permit, that data can count towards the monitoring requirements under the modified 2017 MS4 permit. Complete the table below to record sampling data for any outfalls to impaired waters under the 2004 MS4 permit.

Outfall	Sample date	Parameter (Nitrogen, Phosphorus, Bacteria, or Other pollutant of concern)	Results	Name of Laboratory (if used)	Follow-up required?

3. Follow-up investigations (Section 6(i)(1)(D) / page 43)

Provide the following information for outfalls exceeding the pollutant threshold.

Outfall	Status of drainage area investigation	Control measure implementation to address impairment
WB-1		
WB-2		

4. Prioritized outfall monitoring (Section 6(i)(1)(D) / page 43)

Once outfall screening has been completed for at least 50% of outfalls to impaired waters, identify 6 of the highest contributors of any pollutants of concern. Begin monitoring these outfalls on an annual basis by July 1, 2020.

Outfall	Sample Date	Parameter(s)	Results	Name of Laboratory (if used)

Part III: Additional IDDE Program Data [This section required beginning with 2018 Annual Report]

1. Assessment and Priority Ranking of Catchments data (Appendix B (A)(7)(c) / page 5)

Provide a list of all catchments with ranking results (DEEP basins may be used instead of manual catchment delineations).

1. Catchment ID (DEEP Basin ID)	2. Category	3. Rank

2. Outfall and Interconnection Screening and Sampling data (Appendix B (A)(7)(d) / page 7)

2.1 Dry weather screening and sampling data from outfalls and interconnections

Provide sample data for outfalls where flow is observed. Only include Pollutant of concern data for outfalls that discharge into stormwater impaired waterbodies.

Outfall / Interconnection ID	Screening / sample date	Ammonia	Chlorine	Conductivity	Salinity	E. coli or enterococcus	Surfactants	Water Temp	Pollutant of concern	If required, follow-up actions taken

2.2 Wet weather sample and inspection data

Provide sample data for outfalls and key junction manholes of any catchment area with at least one System Vulnerability Factor.

Outfall / Interconnection ID	Sample date	Ammonia	Chlorine	Conductivity	Salinity	E. coli or Enterococcus	Surfactants	Water Temp	Pollutant of concern

3. Catchment Investigation data (Appendix B (A)(7)(e) / page 9)

3.1 System Vulnerability Factor Summary

For those catchments being investigated for illicit discharges (i.e. categorized as high priority, low priority, or problem) document the presence or absence of System Vulnerability Factors (SVF). If present, report which SVF's were identified. An example is provided below.

Outfall ID	Receiving Water	System Vulnerability Factors

Where SVFs are:

1. History of SSOs, including, but not limited to, those resulting from wet weather, high water table, or fat/oil/grease blockages.
2. Sewer pump/lift stations, siphons, or known sanitary sewer restrictions where power/equipment failures or blockages could readily result in SSOs.
3. Inadequate sanitary sewer level of service (LOS) resulting in regular surcharging, customer back-ups, or frequent customer complaints.
4. Common or twin-invert manholes serving storm and sanitary sewer alignments.
5. Common trench construction serving both storm and sanitary sewer alignments.
6. Crossings of storm and sanitary sewer alignments.
7. Sanitary sewer alignments known or suspected to have been constructed with an underdrain system;
8. Sanitary sewer infrastructure defects such as leaking service laterals, cracked, broken, or offset sanitary infrastructure, directly piped connections between storm drain and sanitary sewer infrastructure, or other vulnerability factors identified through Inflow/Infiltration Analyses, Sanitary Sewer Evaluation Surveys, or other infrastructure investigations.
9. Areas formerly served by combined sewer systems.
10. Any sanitary sewer and storm drain infrastructure greater than 40 years old in medium and densely developed areas.

11. Widespread code-required septic system upgrades required at property transfers (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance).
12. History of multiple local health department or sanitarian actions addressing widespread septic system failures (indicative of inadequate soils, water table separation, or other physical constraints of the area rather than poor owner maintenance).

3.2 Key junction manhole dry weather screening and sampling data

Key Junction Manhole ID	Screening / Sample date	Visual/ olfactory evidence of illicit discharge	Ammonia	Chlorine	Surfactants

3.3 Wet weather investigation outfall sampling data

Outfall ID	Sample date	Ammonia	Chlorine	Surfactants

3.4 Data for each illicit discharge source confirmed through the catchment investigation procedure

Discharge location	Source location	Discharge description	Method of discovery	Date of discovery	Date of elimination	Mitigation or enforcement action	Estimated volume of flow removed

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: Noel Bishop, First Selectman	Print name: Colleen A. Topitzer, Administrative Assistant
Signature / Date:	Signature / Date:

DRAFT