

**MS4 General Permit**  
**Town of Westbrook, 2017 Annual Report**  
 Existing MS4 Permittee  
 Permit Number GSM 000054  
 [January 1, 2017 – December 31, 2017]

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, 2017 to December 31, 2017.

**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	Ongoing	<ul style="list-style-type: none"> <li>Maintain existing library of storm water educational materials</li> <li>Expand library</li> <li>As part of the science curriculum, 7<sup>th</sup> graders in Westbrook continue to conduct surveys of Cold Spring Creek, located behind school, once or twice/month.</li> <li>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</li> <li>GIS information available on the Town website include coverages of FEMA Flood Zones (last updated 2/6/2013), Coastal Resources,</li> </ul>	<ul style="list-style-type: none"> <li>Existing library added to new storm water dedicated webpage</li> <li>Annually review and update all information as necessary</li> </ul>	Public Works/J. Riglio	Jul 1, 2018	July 1, 2017; ongoing	<ul style="list-style-type: none"> <li>Articles in local "Westbrook Events" publication direct readers to webpage</li> <li>Student surveys of Cold Spring Creek include testing for water temperature, dissolved oxygen, pH, nitrates, and visual observations and conclude with</li> </ul>

	<p>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>				<ul style="list-style-type: none"> <li>• Vernal pool field trip is led by a volunteer, and typically has an enrollment of 6-10 students</li> </ul>
<p>1-2 Address education/ outreach for pollutants of concern</p>	<p>Ongoing</p> <ul style="list-style-type: none"> <li>• Establish 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</li> <li>• Westbrooke Plan of Conservation and Development on file in Westbrooke Town Hall includes recommendations for storm water management, and included input from Westbrooke Town staff, volunteers and citizens. The plan can be found on the Town's website: <a href="http://westbrookevt.us/Docs/2011%20POCCD.pdf">http://westbrookevt.us/Docs/2011%20POCCD.pdf</a></li> <li>• 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.</li> <li>• WPCC webpage contains educational material relative to septic systems and water pollution, with link to DEEP P2 webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Storm water dedicated webpage created</li> <li>• Storm Water "Team" formed and meets monthly to implement Storm Water Management Plan, including education/outreach</li> <li>• Develop articles for publication in local "Westbrooke Events" to call attention to storm water related issues</li> <li>• IDDE poster developed and added to storm water webpage, displayed at several locations around Town.</li> </ul>	<p>Public Works/I. Riggio WPCC/S. Mickens</p>	<p>July 1, 2018 July 1, 2017, ongoing</p>	<ul style="list-style-type: none"> <li>• Pet Waste brochure mailed annually with dog licensing renewals</li> <li>• SSDS pamphlet mailed with Certificates of Discharge for new install/system upgrade</li> <li>• "Westbrooke Events" published quarterly; mailed to every Town residence/business address</li> </ul>

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

Cross reference WPCC and dedicated Storm Water webpages to be sure public attention is directed to all pertinent information resources. Approach school to discuss opportunities for student involvement (i.e. poster contest, etc.). Continue to develop and publish articles for "Westbrooke Events", adding them to storm water dedicated webpage. Engage with students at High School (Environmental Club) to develop educational poster for display at school/possible development of student-driven storm water outreach program.

**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 org.
Develop Storm Water dedicated webpage for online library of educational materials; add content regularly	All members of the public	Overview of storm water, illicit discharge, Impact of impervious cover, storm water infiltration, pet waste management	Phosphorus, nitrogen, bacteria,	Public Works
Articles in local "Westbrook Events" with storm water related topics and advertisement of webpage	Residents of Westbrook -- direct mail to ~3500 households	Various	Bacteria, nitrogen and phosphorus	Public Works, Water Pollution Control Commission, Zoning, Health, Inland Wetlands

## 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 Comply with public notice requirements for the Stormwater Management Plan	Completed	Noticed in Hartford Courant, 2017 03 30 and on webpage <a href="http://westbrookct.us/stormwater.php">http://westbrookct.us/stormwater.php</a>	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	Apr 3, 2017	March 30, 2017	Paper copies (Draft and Final) available for review at Town Garage
2-2 Comply with public notice requirements for Annual Reports	In progress	To be noticed in Hartford Courant, and on webpage <a href="http://westbrookct.us/stormwater.php">http://westbrookct.us/stormwater.php</a>	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, 2018	Feb. 15, 2018	Paper copies (Draft and Final) will be available for review at Town Garage
2-3 Storm Water Drain Marker Program	In progress	The Town of Westbrook implemented a plan to install catch basin markers. 100 markers were installed in 2016, and an additional 100 in 2017.	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"> <li>The Conservation Commissions 2 trails and parking areas in the State-approved Menunketesuck Greenway which included erosion control on Horse Hill Woods (228 acres) and Chapman Mill Pond (83 acres) on the Menunketesuck</li> </ul>		Conservation Commission/T. O'Dell	n/a		

2-5 Assessment/Mitigation Activities	Completed	<ul style="list-style-type: none"> <li>The Town of Westbrook Conservation Commission collaborated with the Connecticut 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.</li> <li>The Westbrook Land Conservation Trust conducted a beach clean-up of Westbrook's Town beaches</li> <li>Local beach organizations maintain their designated beach areas that include sponsored beach clean-ups</li> <li>The Town contracts a beach cleaning service to conduct a comprehensive sweeping of Town beaches prior to Memorial Day, just after the 4<sup>th</sup> of July, and regular cleanings through Labor Day. During these cleaning events, the beaches are dragged and trash is removed from beach areas.</li> <li>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.</li> </ul>	Evaluate report to determine priority areas	TBD	<p>Westbrook Land Conservation Trust/T. Elliott</p> <p>Public Works/J. Riggio</p> <p>Planning Department/M. Parulis</p>	<p>A description of the program, guidelines and available locations is provided on the Town's website:  <a href="http://westbrookct.us/adopt_a_spot.php">http://westbrookct.us/adopt_a_spot.php</a></p>
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2-3 Establish storm water "Team"	Completed	<p>Monthly meetings held to identify/discuss/Implement Storm Water Management Plan</p>	Provide forum to coordinate SWMP implementation across depts.	Public Works/J. Riggio	n/a	September, 2017	"Team" will represent town departments with stake in storm water management.
	Ongoing	<p>River Coastal Conservation District to identify and address the causes and sources of water quality concerns in the Mennunketesuck and Patchogue River Watersheds, including bacteria, nitrogen and soil erosion, beginning in 2013. The Mennunketesuck and Patchogue River Corridor Nonpoint Source Pollution Assessment Summary Report was completed in November, 2017.</p>	and determine feasibility of mitigation implementation	Westbrook Conservation Commission/T. O'Dell			Kirtland Landing is listed on DEEP LIS maps
	Ongoing	<p>In cooperation with US Fish and Wildlife Service, Westbrook Conservation Commission initiated a project to mitigate storm water erosion at Kirtland Landing</p>		Westbrook Conservation Commission/T. O'Dell			Ownership details: Salt Island – Town of Westbrook Duck Island – State of CT Mennunketesuck Island – US Fish and Wildlife Service
	Ongoing	<p>Westbrook Conservation Commission partnered with US Fish and Wildlife Service and Friends of Westbrook Barrier Islands to advocate for storm protection of the 3 Westbrook Barrier Islands (Salt Island, Mennunketesuck Island and Duck Island) to mitigate storm surge on harbor and mainland</p>	Continue to display brochure in Town offices to make public aware of program	Public Works/J. Riggio			The brochure is available in Town offices, and an updated copy is added to the Town website annually
	Ongoing	<p>The Town of Westbrook participates in an annual Household Hazardous Waste program sponsored by Lower CT Valley River Council of Governments, which enables residents to drop off household hazardous waste, thereby reducing the likelihood of illegal dumping.</p>					

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

*Hold monthly storm water committee meetings to review SWP implementation progress and maintain open dialog across departments with stake in storm water management. Approach school to discuss opportunities for student involvement (i.e. poster contest) – see Section 1.2*

**2.3 Public Involvement/Participation reporting metrics**

Metrics	Implemented	Date	Posted
Availability of the Stormwater Management Plan announced to public	Yes	2017 03 30	Hartford Courant and <a href="http://westbrookct.us/stormwater.php">http://westbrookct.us/stormwater.php</a>
Availability of Annual Report announced to public	Yes	2016 12 22	Hartford Courant and <a href="http://westbrookct.us/stormwater.php">http://westbrookct.us/stormwater.php</a>

**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	In progress	Town is in process of completing written IDDE program using the CT IDDE program template	Develop written plan of IDDE program	Public Works/J. Riggio	Jul 1, 2018	Anticipate completion by the deadline of 2018 07 01	Monthly meetings of Storm Water "Team" being held to coordinate interdepartmental cooperation
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas	In progress	<ul style="list-style-type: none"> <li>The Town has located and mapped known outfalls in the urbanized area (MS4 regulated area) using GPS equipment.</li> </ul>	Continue to update map, develop spreadsheet list Map remaining outfalls outside of the urbanized	Public Works/J. Riggio	Jul 1, 2019	Anticipate completion by the deadline of 2018 07 01, pending Town staff availability and funding	

			area and within Town boundary Add current map to dedicated storm water webpage					
3-3 Implement citizen reporting program	Ongoing	Citizen reporting program	Evaluate citizen complaint reporting process and record documentation of receipt of citizen complaints pertaining to illicit discharges	Public Works/J. Riggio	Jul 1, 2017	2017 07 01	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	In progress	Town is in process of completing written ordinance for adoption	Write and adopt by Town referendum an ordinance to prohibit illicit discharges	Public Works/J. Riggio	Jul 1, 2018	Anticipate completing by the deadline of July 1, 2018	Document forwarded to Town counsel for comment. Referendum to be scheduled upon revision, if necessary	
3-5 Develop record keeping system for IDDE tracking	Ongoing	Incident log maintained in Land Use Department	Review incident log and develop checklist of protocols and spreadsheet to track incidents.	<ul style="list-style-type: none"> <li>Health/S. Marino</li> <li>WPCC/S. Mickens</li> <li>Public Works/J. Riggio</li> </ul>	Jul 1, 2017	2017 07 01		
3-6 Address IDDE in areas with pollutants of concern	In Progress	Data collected during routine inspections and/or field observations will be used to prioritize MS4 outfall discharges to waters for which nitrogen, phosphorus and/or bacteria are identified as a pollutant of concern	Compile data	TBD	Not specified			

3-7 Detailed MSA Infrastructure Mapping	In progress	Review current mapping	Review and revise, as necessary, current mapping within MSA priority areas to include: outfalls and receiving waters; pipes, open channel conveyances, catch basins, manholes; interconnections, municipally-owned storm water treatment structures; catchment delineations for each outfall; impaired water bodies identified by name and use impairment (as defined by the most recent integrated water quality report);	Public Works/J. Riggio Planning/M. Parulis	Jul 1, 2020	Anticipate completing by the deadline of July 1, 2020, pending staff availability and funding	
3-8 Complete inventory of all Sanitary Sewer Overflows (SSO) discharges from the previous 5 years	Complete	Town of Westbrook has no sewers; no inventory needed					

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

The written program will be posted to the dedicated Storm Water webpage of the Town website, and a link listed in next year's Annual Report; will update the written IDDE program as needed throughout the permit term.

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

Date of Report	Location / suspected source	Response taken

**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)

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

*The Town does not have sewers, therefore no SSOs occurred July 2012 through the end of the reporting period. There were no illicit discharges reported during the term January 1, 2017 through December 31, 2017*

**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
<i>No failures of septic systems during the reporting period</i>		

**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*
- *IDDE-specific training for all staff tasked with IDDE responsibilities will occur at least once per year, beginning in 2018*

**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"> <li>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.</li> <li>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 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</li> </ul>	<ul style="list-style-type: none"> <li>Review regulations for compliance with MS4 requirements</li> <li>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 permits issued by DEEP within the municipal boundary pursuant to CGS 22a-430 and 22a-430b.</li> </ul>	Planning/M. Parulis/ Wetlands/H. Wallace	Jul 1, 2019	2017 07 01	<ul style="list-style-type: none"> <li>Comprehensive Review of Zoning Regulations in second year of a two-phase project.</li> <li>Erosion and Sedimentation Control Plans submitted for subdivisions and commercial developments were reviewed by the Zoning Commission in 2016.</li> </ul>
4-2 Develop/implement plan for interdepartmental coordination in site plan review and approval	Complete	Software purchased and installed by Town allows multiple departments to review	Review process to ensure procedure meets end goal	Zoning/ Wetlands/H. Wallace	Jul 1, 2017	2017 07 01	<ul style="list-style-type: none"> <li>Regular staff meetings held to review application and office</li> </ul>

		<i>applications concurrently, and interact, to ensure compliance</i>		<i>Health/S. Marino</i>				<i>procedures, which are updated as necessary</i>
4-3 Review site plans for stormwater quality concerns	Ongoing	All applications are reviewed for compliance with existing regulations, which address storm water quality concerns, prior to issuance of permit		Zoning/ Wetlands/H. Wallace Health/S. Marino	Jul 1, 2017	2017 07 01		
4-4 Conduct site inspections	Ongoing	Regular inspections occur throughout project to track progress and ensure compliance		Zoning/ Wetlands/H. Wallace Health/S. Marino	Jul 1, 2017	2017 07 01	Inspections are tracked in software, which can be viewed by all permitting Departments to ensure compliance with regulations prior to issuance of Certificate of Occupancy/Completion	
4-5 Implement procedure to allow public comment on site development	Ongoing	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		Planning/M. Parulis Zoning/ Wetlands/H. Wallace	Jul 1, 2017			
4-6 Implement procedure to notify developers about DEEP construction stormwater permit	Ongoing	Applicants made aware of State and Federal permits during application review	Add mechanism to application process whereby applicant acknowledges receipt of information detailing possible requirement of DEEP construction storm water permit	Zoning/ Wetlands/H. Wallace	Jul 1, 2017	2017 07 01		

**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	Not started			Planning/M. Parulis Zoning	Jul 1, 2021		
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects	Not started			Zoning	Jul 1, 2019		
5-3 Identify retention and detention ponds in priority areas	In Progress	Develop list of retention and detention ponds; prioritize	Collect data to identify priority area	Wetlands/H. Wallace	Jul 1, 2019	Anticipate completion by the deadline of 2019 07 01, pending Town staff availability and funding	Proposed planimetric data acquisition will help to fulfill this BMP requirement
5-4 Implement long-term maintenance plan for stormwater basins and treatment structures	In progress	Collect data during inspections and general field observations	Develop spreadsheet from data collected to implement plan	Public Works/J. Riggio	Jul 1, 2019	Anticipate completion by the deadline of 2019 07 01, pending Town staff availability and funding	
5-5 DCIA mapping	Not started			Planning/M. Parulis Public Works/J. Riggio	Jul 1, 2020		

5-6 Address post-construction issues in areas with pollutants of concern	Not started			Planning/N. Parulis Public Works/J. Riggio	Not specified		
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**5.2 Describe any Post-Construction Stormwater Management activities planned for the next year, if applicable.**

*Obtain planimetric data to be integrated into Town GIS mapping system, pending funding*

**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(d)(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	Ongoing	<ul style="list-style-type: none"> <li>On the job training for daily activities at the DPW Facility, Transfer Station and road ROWs to practice safe materials handling</li> <li>Storm Water Pollution Prevention Plan training Transfer Station and DPW Facility</li> <li>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</li> <li>Associated with Industrial Activity</li> <li>Land Use staff attend outside workshops that cover storm water related topics, pending workshop availability</li> </ul>	<ul style="list-style-type: none"> <li>Continue providing on-the-job instruction to new and existing employees related to stormwater management.</li> </ul>	<ul style="list-style-type: none"> <li>Public Works/I. Riggio</li> </ul>	Jul 1, 2017	2017 07 01	

		<ul style="list-style-type: none"> <li>• Spill protocols in place</li> </ul>		<ul style="list-style-type: none"> <li>• Planning/M. Parulis Zoning Wetlands/H. Wallace Health/S. Marino WPCC/S. Mickens Director of Emergency Management/D. Izzo</li> </ul>			<ul style="list-style-type: none"> <li>• Spill protocols in place; kits available at key locations such as fueling station</li> <li>• Parking lots swept at least annually, and as-needed to minimize run-off of pollutants</li> <li>• Vehicles at Town Garage facility stored indoors</li> </ul>
<p>6-2 Implement MS4 property and operations maintenance</p>	<p>In Progress</p>	<ul style="list-style-type: none"> <li>• Review methods of fertilizer optimization methods with landscape contractor</li> <li>• 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</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify pollutants of concern on municipal properties and develop strategy to evaluate and address proper use, storage, and disposal.</li> <li>• Provide on-the-job training to verify that employees understand and implement proper use, storage, and disposal procedures.</li> <li>• Evaluate the need for Spill Prevention Plans and develop, if applicable.</li> <li>• Develop and implement procedures for waste management equipment, including dumpsters, and</li> </ul>	<p>Public Works/I. Riggio Zoning Wetlands/H. Wallace</p>	<p>Jul 1, 2018</p>	<p>Anticipate completion by deadline of 2018 07 01</p>	

	<ul style="list-style-type: none"> <li>Continue existing protocols to ensure Town-owned facilities, vehicles and equipment comply with MS4 permit regulations</li> <li>Continue current leaf management practices, which are in compliance with MS4 permit regulations</li> <li>Vehicle wash protocol includes a dedicated wash bay with wastewater collection system.</li> </ul>	<ul style="list-style-type: none"> <li>plans to sweep parking lots and facility adjacent areas to minimize runoff of pollutants.</li> <li>Verify interior building floor drains are not connected to the MS4.</li> </ul>			<ul style="list-style-type: none"> <li>Town Garage facility has dedicated wash bay which is not connected to the MS4 system</li> </ul>
6-3 Implement coordination with interconnected MSAs	<p>Not Started</p> <p>Coordinate interconnections with DOT</p>	<p>Contact DOT to begin dialog of responsibilities</p>	<p>Public Works/J. Riggio</p>	<p>Not specified</p>	
6-4 Develop/implement program to control other sources of pollutants to the MS4	<p>In Progress</p> <p>Listing of storm water general permit registrants reviewed</p>	<p>Determine non-permitted locations that have potential to contribute pollutants</p>	<p>WPCC/S. Mirckens</p>	<p>Not specified</p>	
6-5 Evaluate additional measures for discharges to impaired waters*	<p>In Progress</p> <ul style="list-style-type: none"> <li>Continue proper fertilization application policies at Town facilities</li> </ul>	<p>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</p>	<p>Public Works/J. Riggio</p>	<p>Not specified</p>	<p>New parking lot in Town Center utilized pervious pavement and native, drought-resistant plantings</p>

6-6 Track projects that disconnect DCIA				<ul style="list-style-type: none"> <li>Develop and implement a procedure to track DCIA annually.</li> </ul>	Planning/M. Parulis Public Works/J. Riggio	Jul 1, 2017		No projects in 2017
6-7 Implement infrastructure repair/rehab program	Not Started		<ul style="list-style-type: none"> <li>Review and refine (if necessary) infrastructure repair/rehab program to be consistent with MSA General Permit requirements.</li> </ul>		Public Works/J. Riggio	Jul 1, 2021		
6-8 Develop/Implement plan to identify/prioritize retrofit projects	Not Started		<ul style="list-style-type: none"> <li>Review total DCIA; identify and prioritize suitable retrofit projects.</li> </ul>			Jul 1, 2020		
6-9 Implement retrofit projects to disconnect 2% of DCIA	Not Started		<ul style="list-style-type: none"> <li>Review total DCIA; identify and prioritize suitable retrofit projects</li> </ul>			Jul 1, 2022		
6-10 Develop/Implement street sweeping program	Ongoing	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.	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.		Public Works/J. Riggio	Jul 1, 2017	2017 07 01	
6-11 Develop/Implement catch basin cleaning program	Ongoing	All catch basins (approx. 1000) are cleaned annually. Priority is given to clean out catch basins	Develop spreadsheet to track all cleanings and collect data to include: total number of catch basins,		Public Works/J. Riggio	Jul 1, 2020	Anticipate completion by deadline of 2020 07 01	

	<p>at lower elevations. Additional cleaning performed upon verbal or written communication received from public, or during field observation</p>	<p>number inspected, volume or mass of material removed with attention to those catch basins which drain to water quality limited waters</p>	<p>Public Works/J. Riggio</p>		<p>2017 07 01</p>	<p>Members of DPW crew attended snow plow safety training during reporting period</p>
<p>6-12 Develop/Implement snow management practices</p>	<p>Ongoing</p> <p>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.</p>			<p>Jul 1, 2018</p>		

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

6.3 Pollution Prevention/ Good Housekeeping reporting metrics

Metrics	
Employee training provided for key staff	Yes, 2017 04 05
Curb miles swept	40
Volume (or mass) of material collected	300 ton
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	500 ton
Volume removed from catch basins to impaired waters (if known)	
Snow management	
Type(s) of deicing material used	Sand
Total amount of each deicing material applied	1192 ton sand/398 ton salt
Type(s) of deicing equipment used	Salt
Lane-miles treated	100
Snow disposal location	Town ROW
Staff training provided on application methods & equipment	Yes/SOP
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

Briefly describe the method used to optimize your catch basin inspection and cleaning schedule. [\[Complete this section for the 2017 Annual Report only\]](#)

Westbrook will continue to conduct routine cleaning of all catch basins and track catch basin inspection observations. Utilizing information compiled through its inventory of catch basins, operational staff and public comments, Westbrook will optimize routine cleaning frequencies for particular structures or catchment areas as follows to maintain acceptable sediment removal efficiencies: a) Inspect all Westbrook-owned catch basins within MS4 Priority Areas at least once by June 30, 2020. Catch basins outside the MS4 Priority Area shall be inspected by June 30, 2022. b) Prioritize inspection and maintenance for Westbrook-owned catch basins in such areas more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings. c) Establish a schedule such that the frequency of routine cleaning will ensure that no catch basin at any time will be more than fifty (50) percent full. d) If a catch basin sump is more than fifty (50) percent full during two

consecutive routine inspections/cleaning events, Westbrook will document that finding, investigate contributing drainage area for sources of excessive sediment loading, and to the maximum extent practicable, abate contributing sources. Westbrook will describe any actions taken in its Annual Report. e) Westbrook will keep a log of catch basins cleaned or inspected, recording metrics for the total number of catch basins, number inspected, number cleaned, the total volume or mass of material removed from all catch basins and, if practicable, the volume or mass of material removed from each catch basin draining to water quality limited waters for inclusion in its Annual Report.

### 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 2017 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 2017 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 2017 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.

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

**2.1 Screening data collected under 2017 permit**

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?

**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

**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 G. Bishop, First Selectman	Print name: Colleen A. Topitzer, Administrative Assistant II
Signature / Date:  / <i>March 16, 2018</i>	Signature / Date:  / <i>3.16.18</i>