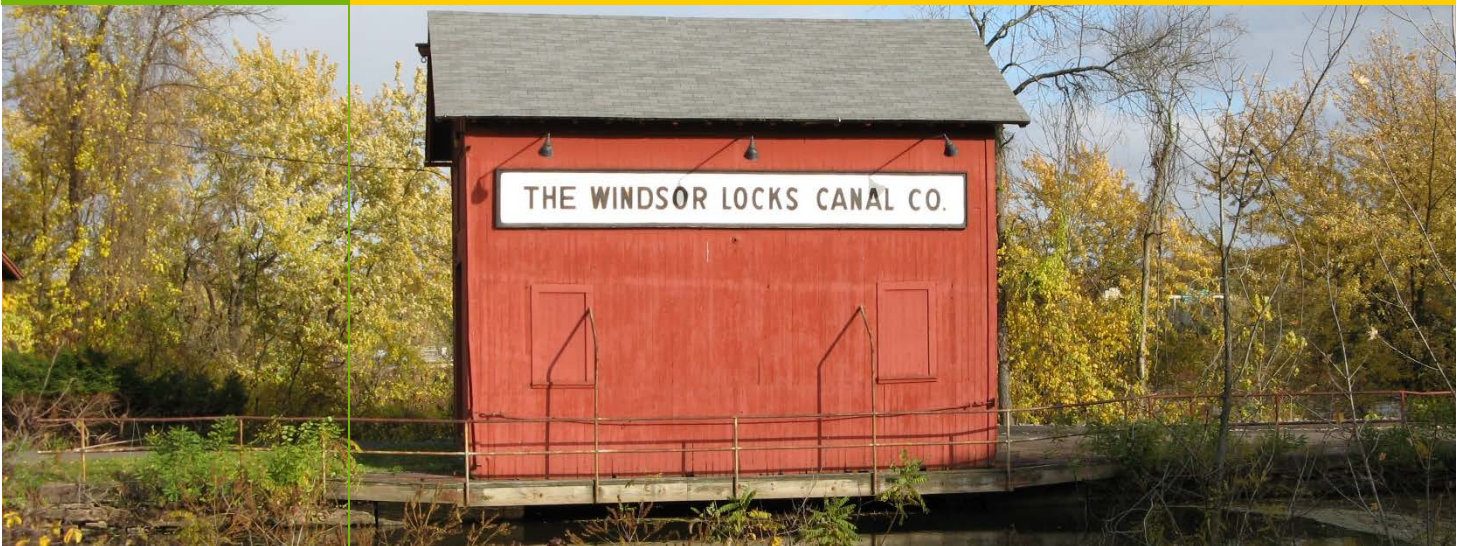




# MS4 Annual Report - 2018

Town of Windsor Locks, Connecticut  
Permit # GSM 000010



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## **INTRODUCTION**

This report documents the Town of Windsor Locks' efforts to comply with the conditions of the *General Permit for the Discharge of Stormwater from Small Municipal Storm Sewer Systems* (the General Permit) to the maximum extent practicable (MEP) from January 1, 2018 to December 31, 2018. The report is structured to address each minimum control measure (MCM) required by the General Permit, including the following:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-construction Stormwater Management
- Pollution Prevention and Good Housekeeping



**PART I: SUMMARY OF MINIMUM CONTROL MEASURE ACTIVITIES**

**Public Education and Outreach**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 1.1 Public Education and Outreach 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<br>Implement public education and outreach | Ongoing | <p>Public Works hosts a stormwater webpage that provides information specific to the MS4, as well as links to key external stormwater resources</p> <p>Informational stormwater posters in public offices that are responsible for issuing permits or are otherwise involved in stormwater pollution prevention</p> <p>150 tote bags and rain gauges distributed to promote awareness of stormwater management issues</p> <p>A bulletin board specific to stormwater management with helpful tips, facts as well as the local hotline/reporting process has been placed at Town Hall</p> <p>Outreach to Planning and Zoning, Inland Wetlands and Board of Finance to explain the overall importance of sustainable and best management practices. A workshop was held in April 2018.</p> | Public education program is implemented and tracked | Department of Public Works      | Jul 1, 2018 | Jul 1, 2017 (Ongoing)                       | The webpage is currently housed at the following web address: <a href="https://www.windsorlocksct.org/public-works/stormwater-management">https://www.windsorlocksct.org/public-works/stormwater-management</a> |



| BMP   | Status  | Activities in current reporting period  | Measurable goal  | Department / Person Responsible | Due         | Date completed or projected completion date | Additional details  |
|---|---------|---|--|---------------------------------|-------------|---|---|
| 1-2<br>Address education/<br>outreach for<br>pollutants of<br>concern | Ongoing | Posted link to educational materials on Town's stormwater webpage (see BMP 1-1)               | Educational materials on pollutants of concern are distributed and/or posted | Department of Public Works      | Jul 1, 2018 | Jul 1, 2017 (Ongoing)                       |   |
| 1-3<br>Inspection and<br>maintenance of<br>watercourse<br>signage     | Ongoing | Signage inspected for conformance and visibility. Inspection and maintenance records tracked. | Inspections and maintenance of signage are completed and tracked             | Department of Public Works      | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       | Visual inspections are part of the routine as PW employees travel routes across Town. Additionally, the Highway Foreman makes routine specific inspections at a minimum of four times per year. |

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

Continue ongoing public education and outreach activities. This year we will be working with the High School Honors science class in planning, designing and constructing one green infrastructure project at the schools.

**Table 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. |
|---|---|-----------------------|--|-----------------------------------|
| 1-1 Implement public education and outreach – outreach event at Windsor Locks High School                   | Students (approximately 150)            | Green infrastructure  | Multiple                                       | Department of Public Works        |
| 1-2 Address education/ outreach for pollutants of concern – provide educational materials to general public | General public (175)                    | Stormwater pollutants | Nitrogen, phosphorus, bacteria, and mercury    | Department of Public Works        |



**Public Involvement/Participation**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 2.1 Public Involvement/Participation 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<br>Comply with public notice requirements for the Stormwater Management Plan and Annual Reports | Complete          | Stormwater Management Plan developed and posted for public review                        | Public notifications are made according to required schedules | Department of Public Works                          | Apr 3, 2017                 | Stormwater Management Plan received by DEEP on May 2, 2017 | The Stormwater Management Plan and Annual Reports are posted on the Town’s stormwater webpage:<br><a href="https://www.windsorlocksct.org/public-works/stormwater-management">https://www.windsorlocksct.org/public-works/stormwater-management</a> |
|   | Complete for 2018 | Annual Report developed, posted for public review, and submitted to DEEP                 |   |   | Feb 15, 2018 (Public Draft) | Posted March 2018 for public review                        |   |
| 2-2<br>Support Community Clean-Ups  | Complete for 2018 | Five community clean-up events were completed in 2018 with assistance from Town offices. | Clean-up assistance provided on an annual basis and tracked   | Department of Public Works/ Conservation Commission | Jun 30, 2018                | Jun 30, 2018 (Ongoing on annual basis)                     |   |



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

| Waterway / Park Clean Up Schedule  | Occurrence:            | Department / Person Responsible                 |
|--|------------------------|---|
| Waterworks Brook   | Annually in April/May  | Scouts, Conservation Commission                 |
| Source to Sea – CT River Trail   | Annually in Sept.      | Conservation Commission, Friends of the Canal   |
| Spring Park  | Annually in Sept.      | Youth Services, Scouts, Conservation Commission |
| Pesci Park   | Annually in Sept.      | Youth Services, Scouts, Conservation Commission |
| Main Street  | Annually May and Sept. | First Selectman's Office and Friends            |
| Other Public Involvement Activities  |                        |   |
| Open Space Flyer into all residential Tax Bills regarding Open Space Fundraiser / Rain Barrel Sale, general stormwater education information |                        |   |
| Stormwater Spring Workshop (Staff and Volunteer Commission Members)  |                        |   |

**Table 2.3 Public Involvement/Participation reporting metrics**

| Metrics  | Implemented | Date        | Posted  |
|--|-------------|-------------|---|
| Availability of the Stormwater Management Plan announced to public | Yes         | May 2, 2017 | <a href="https://www.windsorlocksct.org/departments/public-works/stormwater-information">https://www.windsorlocksct.org/departments/public-works/stormwater-information</a> |
| Availability of Annual Report announced to public                  | Yes         | March 2018  | <a href="https://www.windsorlocksct.org/departments/public-works/stormwater-information">https://www.windsorlocksct.org/departments/public-works/stormwater-information</a> |



**Illicit Discharge Detection and Elimination**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 3.1 Illicit Discharge Detection and Elimination 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<br>Develop written IDDE program   | In progress | Draft IDDE program developed   | Written IDDE program developed  | Department of Public Works      | Jul 1, 2018 | Jun 29, 2018                                |   |
| 3-2<br>Develop list and maps of all MS4 stormwater outfalls in priority areas | In progress | List of stormwater outfalls in priority areas developed<br><br>The Town’s stormwater atlas has been updated and brought into a GIS geodatabase | Outfall database and maps developed                                     | Department of Public Works      | Jul 1, 2019 | Anticipate completing by deadline           |   |
| 3-3<br>Implement citizen reporting program                                    | Complete    | The Town received one citizen reports and investigated one   | Citizen reporting system established. Reports investigated and tracked. | Department of Public Works      | Jul 1, 2017 | Jul 1, 2017                                 | Citizens may report suspected illicit discharges to the MS4 through a hotline phone number for confidential reporting, as well as by emailing the Public Works Director. Reports submitted through this system will be investigated and the outcomes of each investigation will be tracked. The program will be updated, as necessary, to facilitate citizen reporting of illicit discharges. |
| 3-4<br>Establish legal authority to prohibit illicit discharges               | Complete    | No amendments to report in 2018  | Amended ordinance and/or regulations adopted (as needed)                | Department of Public Works      | Jul 1, 2018 | Jul 1, 2017 (Amendments as needed)          | Illicit discharges are currently prohibited under Chapter 307 of the Windsor Locks Code of Ordinances.  |





| BMP  | Status            | Activities in current reporting period  | Measurable goal   | Department / Person Responsible | Due           | Date completed or projected completion date | Additional details   |
|--|-------------------|---|---|---------------------------------|---------------|---|--|
| 3-5<br>Develop record keeping system for IDDE tracking         | Complete          | No additional activities  | IDDE database developed   | Department of Public Works      | Jul 1, 2017   | Jul 1, 2017 (Revised as needed)             | IDDE database will be linked to MS4 geodatabase (BMP 3-2) once complete  |
| 3-6<br>Address IDDE in areas with pollutants of concern        | Ongoing           | Outfall inspections were conducted during dry weather conditions<br><br>Video surveillance of drainage infrastructure is required prior to engineering of sanitary, drainage, or road surface to identify cross-connections | Illicit discharges screened, tracked, and eliminated in areas with pollutants of concern. | Department of Public Works      | Jun 30, 2018  | Jun 30, 2018. Ongoing thereafter            | IDDE program will be refined to focus more on priority outfalls as other IDDE BMP components are advanced and allow for more systematic investigation and tracking |
| 3-7<br>Support hazardous waste collection and recycling events | Complete for 2018 | The Town hosted the annual Hazardous Waste Collection Day event on October 13, 2018   | Hazardous waste collection event held and results tracked                                 | Department of Public Works      | June 30, 2018 | By Jun 30, 2018 (Ongoing on annual basis)   | Event encourages residents of the Windsor Locks MS4 and other nearby communities to properly dispose of household hazardous waste                                  |

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

Continue to implement and track prioritized IDDE activities in the MS4.

Continue to update maps of MS4 stormwater outfalls and drainage networks in priority areas.

Dry weather outfall screening will continue in 2019. Illicit discharges will continue to be investigated and eliminated, as they are discovered.

The Windsor Locks Department of Public Works, in coordination with The Metropolitan District, plans to support a community Hazardous Waste Collection Day event in 2019.



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

| Date of Report        | Location / suspected source | Response taken |
|-----------------------|-----------------------------|----------------|
| None received in 2018 | N/A                         | N/A            |

**Table 3.4 Records of illicit discharges occurring during the reporting period and SSOs occurring July 2012 through end of reporting period**

| 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) |
|---|---------------------------------|-----------------------------------|-----------------------------|--|---|-------------------------------|
| Oak Street Connecticut River                                      | Unknown duration                | MS4                               | Unknown                     | Residential sanitary connection to the MS4   | Connection will be redirected to sanitary sewer (scheduled for spring 2019) | N/A                           |

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

Illicit discharges are reported directly to the Director of Public Works, who coordinates the investigation, response, and tracking of each incident. Additional details on means and methods are available in the IDDE Plan.

**Table 3.6 Summary of actions taken to address septic failures**

| Location and nature of structure with failing septic systems | Actions taken to respond to and address the failures | Impacted waterbody or watershed, if known |
|--|--|---|
| No septic failures identified in 2018                        |  |   |



**Table 3.7 IDDE reporting metrics**

| Metrics  | Value                     |
|--|---------------------------|
| Estimated or actual number of MS4 outfalls                           | 91                        |
| Estimated or actual number of interconnections                       | Determination in progress |
| Outfall mapping complete   | 100%                      |
| Interconnection mapping complete                                     | Determination in progress |
| System-wide mapping complete (detailed MS4 infrastructure)           | Determination in progress |
| Outfall assessment and priority ranking                              | 10%                       |
| Dry weather screening of all High and Low priority outfalls complete | 1                         |
| 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).**

IDDE training for employees is provided on an ongoing basis. Training has included the following topics: general goals and objectives of the Stormwater Management Plan, identification and reporting of illicit discharges and improper waste disposal, spill response protocols and respective responsibilities of involved personnel, street sweeping, green infrastructure, and revegetation of erosion-prone areas.



**Construction Site Runoff Control**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 4.1 Construction Site Runoff Control 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<br>Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit | In progress | Existing zoning and inland wetlands and watercourses regulations were enforced<br><br>No new or amended regulations were issued<br><br>LID regulation amendment proposed for IWW Commission, anticipated public hearing in early 2019 | Amended ordinance and/or regulations adopted                               | Department of Public Works, Planning and Zoning Commission  | Jul 1, 2019 | Ongoing                                     | Chapters IX, X, and XI of the Windsor Locks zoning regulations and Chapter 7 of the IWW regulations require plans acceptable to staff including the engineering consultant which provide measures for controlling erosion and sediment control. |
| 4-2<br>Develop/Implement plan for interdepartmental coordination in site plan review and approval                               | Complete    | Process exists for interdepartmental coordination in site plan review and approval. Plans are submitted to several Departments for comment including Public Works.  | Plan developed and implemented by coordinating departments and commissions | Department of Public Works, Planning and Zoning Commission, Town Engineer, Building Department, Inland Wetlands and Watercourses Commission | Jul 1, 2017 | Jul 1, 2017                                 | Coordination procedures to be improved as needed  |



| BMP  | Status   | Activities in current reporting period  | Measurable goal  | Department / Person Responsible  | Due         | Date completed or projected completion date | Additional details  |
|--|----------|---|--|--|-------------|---|---|
| 4-3<br>Review site plans for stormwater quality concerns               | Ongoing  | 37 proposals were reviewed by staff during the year, 9 of which were also reviewed by the Inland Wetlands and Watercourses Commission | Site plans reviewed and tracked  | Planning and Zoning Commission, Town Engineer, Building Department, Inland Wetlands and Watercourses Commission        | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       |   |
| 4-4<br>Conduct site inspections  | Ongoing  | 86 inspections were conducted for 55 projects   | Site inspections conducted and documented  | Department of Public Works, Planning and Zoning Commission, Town Engineer, Inland Wetlands and Watercourses Commission | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       |   |
| 4-5<br>Implement procedure to allow public comment on site development | Complete | A public comment procedure is in place  | Public comment procedure implemented for site development proposals and ongoing activities | Planning and Zoning Commission   | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       | The public may provide comment on site development, including proposed and ongoing site development and land disturbance activities at Planning and Zoning Commission meetings. |



| BMP   | Status  | Activities in current reporting period   | Measurable goal   | Department / Person Responsible | Due         | Date completed or projected completion date | Additional details |
|---|---------|--|---|---------------------------------|-------------|---|--------------------|
| 4-6<br>Implement procedure to notify developers about DEEP construction stormwater permit | Ongoing | Developers notified about need to comply with DEEP construction stormwater permit. | Incorporate written notification procedure into site development review process | Planning and Zoning Commission  | Jul 1, 2017 | Ongoing                                     |                    |

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

Ongoing implementation of BMPs 4-3, 4-4, and 4-6.



**Post-construction Stormwater Management**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 5.1 Post-construction Stormwater Management 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<br>Establish and/or update legal authority and guidelines regarding LID and runoff reduction in site development planning | Not started | No activities to report  | Amended ordinance and/or regulations adopted      | Department of Public Works, Planning and Zoning Commission   | Jul 1, 2021 | Anticipate completion by due date           |                    |
| 5-2<br>Enforce LID/runoff reduction requirements for development and redevelopment projects                                   | In progress | IWWC draft LID regulation change with anticipated public hearing in early 2019.<br><br>Staff and Planning and Zoning Commission require consideration of reduction of pavement and disconnect.<br><br>Preliminary discussions with applicants now include LID and runoff reduction opportunities | Compliance with requirements enforced and tracked | Department of Public Works, Planning and Zoning Commission, Town Engineer, Inland Wetlands and Watercourses Commission | Jul 1, 2019 | Anticipate completion by due date           |                    |



| BMP  | Status      | Activities in current reporting period               | Measurable goal  | Department / Person Responsible  | Due         | Date completed or projected completion date | Additional details |
|--|-------------|--|--|--|-------------|---|--------------------|
| 5-3<br>Implement long-term maintenance plan for stormwater basins and treatment structures | Not started | No activities to report                              | Written plan developed and implemented                             | Department of Public Works, Planning and Zoning Commission, Town Engineer, Inland Wetlands and Watercourses Commission | Jul 1, 2019 | Anticipate completion by due date           |                    |
| 5-4<br>DCIA mapping  | Ongoing     | Developed town-wide map of directly connected areas. | DCIA calculated for drainage areas associated with each outfall    | Department of Public Works   | Jul 1, 2020 | Anticipate completion by due date           |                    |
| 5-5<br>Address post-construction issues in areas with pollutants of concern                | Not started | No activities to report                              | Retrofits identified and tracked for discharges to impaired waters | Department of Public Works   | Jul 1, 2018 | Ongoing                                     |                    |

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

5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects and track enforcement actions.  
5-3 Write and implement long-term maintenance plan for stormwater basins and treatment structures.

**Table 5.3 Post-Construction Stormwater Management reporting metrics**

| Metrics   |  |
|---|--|
| Baseline (2012) Directly Connected Impervious Area (DCIA) | Acres to be determined                         |
| DCIA disconnected (redevelopment plus retrofits)          | acres this year / acres total to be determined |
| Retrofits completed                                       | 0  |





| Metrics                                 |                                       |
|---|---------------------------------------|
| DCIA disconnected                       | 0 % this year / 0 % total since 2012  |
| Estimated cost of retrofits             | \$ to be determined                   |
| Detention or retention ponds identified | # this year /# total to be determined |

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

The Town will calculate the baseline (2012) DCIA contributing stormwater runoff to each of its MS4 outfalls. The DCIA calculations are being made according to a protocol that is consistent with guidance available from the DEEP stormwater webpage ([www.ct.gov/deep/municipalstormwater](http://www.ct.gov/deep/municipalstormwater)). See the Town's Stormwater Management Plan for more details.



**Pollution Prevention/Good Housekeeping**

A summary of the Town’s progress under this MCM is presented in the following tables:

**Table 6.1 Pollution Prevention/Good Housekeeping 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<br>Develop/implement formal employee training program | Ongoing | <p>PW Employees were trained on an ongoing basis</p> <p>1. Wetland Agent, Town Planner and 3 IWWC Members attended UConn LID training October 2018</p> <p>DPW Director and Town Planner hosted Stormwater Training for staff, commission members and public.</p> | Employee training continued | Department of Public Works      | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       | <p>Training has included the following topics:</p> <p>General goals and objectives of the Stormwater Management Plan</p> <p>Identification and reporting of illicit discharges and improper waste disposal</p> <p>Spill response protocols and respective responsibilities of involved personnel</p> <p>Street sweeping</p> <p>Green infrastructure</p> <p>Revegetation of erosion prone areas</p> |



| BMP  | Status      | Activities in current reporting period  | Measurable goal   | Department / Person Responsible | Due         | Date completed or projected completion date | Additional details   |
|--|-------------|---|---|---------------------------------|-------------|---|--|
| 6-2<br>Implement MS4 property and operations maintenance                           | In progress | Property and operations maintenance activities improved to minimize the discharge of pollutants to the MS4. | Property and operations maintenance is conducted and tracked  | Department of Public Works      | Jul 1, 2018 | Ongoing                                     | Intense overseeding program of sports turf   |
| 6-3<br>Implement coordination with interconnected MS4s                             | In progress | Initial discussion with CAA regarding connections to Windsor Locks MS4                                      | Coordination of permit responsibilities implemented and documented  | Department of Public Works      | Jul 1, 2017 | Ongoing                                     |  |
| 6-4<br>Develop/implement program to control other sources of pollutants to the MS4 | Not started | No activities to report   | Program to control pollutants from other facilities (commercial, industrial, and other non-permitted facilities) implemented and documented | Department of Public Works      | Jul 1, 2017 | Ongoing                                     |  |
| 6-5<br>Evaluate additional measures for discharges to impaired waters              | Not started | No activities to report   | Additional measures to control discharges to impaired waters implemented, as feasible, and documented                                       | Department of Public Works      | Jul 1, 2017 | Ongoing                                     |  |
| 6-6<br>Track projects that disconnect DCIA   | Not started | No activities to report   | Disconnections tracked and mapped   | Department of Public Works      | Jul 1, 2017 | Ongoing                                     | Disconnection percentages will be tracked once DCIA has been calculated for drainage areas |



| BMP  | Status      | Activities in current reporting period  | Measurable goal   | Department / Person Responsible | Due         | Date completed or projected completion date | Additional details  |
|--|-------------|---|---|---------------------------------|-------------|---|---|
| 6-7<br>Implement infrastructure repair/rehab program                   | In progress | 15 structural elements were repaired or rehabilitated   | Infrastructure repair and rehabilitation work is completed and documented           | Department of Public Works      | Jul 1, 2021 | Anticipate completion by due date.          |   |
| 6-8<br>Develop/implement plan to identify/prioritize retrofit projects | Not started | No activities to report   | Written plan to identify and prioritize retrofit projects developed and implemented | Department of Public Works      | Jul 1, 2020 | Anticipate completion by due date.          |   |
| 6-9<br>Develop/implement street sweeping program                       | Ongoing     | Town-wide road sweeping completed.<br><br>Some roadways or parking areas swept more than once, as needed. | Street sweeping program developed and implemented                                   | Department of Public Works      | Jul 1, 2017 | Jul 1, 2017 (Ongoing)                       | Municipal parking lots and roadway intersections showing signs of excess winter sand are periodically swept during winter months. |
| 6-10<br>Develop/implement catch basin cleaning program                 | Ongoing     | Within the MS4, 1,800 catch basins were inspected and cleaned using Vacall machine.                       | Catch basin cleaning program developed and implemented                              | Department of Public Works      | Jul 1, 2020 | Jul 1, 2017 (Ongoing)                       |   |
| 6-11<br>Develop/implement snow management practices                    | Ongoing     | The Town applied the following de-icing agents to manage snow and ice: sodium chloride                    | Snow management practices developed and implemented                                 | Department of Public Works      | Jul 1, 2018 | Jul 1, 2017 (Ongoing)                       | No sand used for snow management  |



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

Employee training on pollution prevention/good housekeeping activities will continue in 2019. Implementation and tracking of street sweeping, catch basin cleaning, and snow management practices will continue in 2019 as well.

**Table 6.3 Pollution Prevention/ Good Housekeeping reporting metrics**

| Metrics  |                    |
|--|--------------------|
| Employee training provided for key staff   | Yes                |
| Street sweeping  |                    |
| Curb miles swept   | 200 miles          |
| Volume (or mass) of material collected   | 150 yards          |
| Catch basin cleaning   |                    |
| Total catch basins in priority areas   | # to be determined |
| Total catch basins in MS4  | 1,800              |
| Catch basins inspected   | 1,800              |
| Catch basins cleaned   | 1,800              |
| Volume (or mass) of material removed from all catch basins   | 200 yards          |
| Volume removed from catch basins to impaired waters (if known)   | To be determined   |
| Snow management  |                    |
| Type(s) of deicing material used   | Sodium chloride    |
| Total amount of each deicing material applied  | 1,300 tons         |
| Type(s) of deicing equipment used  | Spreader body      |
| Lane-miles treated   | 100 miles          |
| Snow disposal location   | No relocation      |
| Staff training provided on application methods & equipment   | Pre-storm          |
| Municipal turf management program actions (for permittee properties in basins with N/P impairments)                      |                    |
| Reduction in application of fertilizers (since start of permit)  | 0 lbs              |
| Reduction in turf area (since start of permit)   | <0.1 acre          |
| Lands with high potential to contribute bacteria (dog parks, parks with open water, & sites with failing septic systems) |                    |
| Cost of mitigation actions/retrofits   | \$0                |



#### 6.4 Catch basin cleaning program

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

Inspections and cleanings are completed more often in locations that are known to collect debris at a faster rate. For instance, catch basins in low-lying areas may require more frequent cleanings.

#### 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.**

Not applicable at this time.

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

The Town of Windsor Locks is highly urbanized, and opportunities for retrofitting are anticipated to be limited in scope. However, the Town will evaluate retrofitting possibilities at Town facilities and also as part of upcoming public road, sidewalk, sewer, or other infrastructure improvement projects. For example, the Town anticipates limited retrofits as part of a planned storm drain replacement project in one drainage system in 2019. Additional DCIA disconnection may be achievable through redevelopment projects.

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

Not applicable at this time.



## **PART II: IMPAIRED WATERS INVESTIGATION AND MONITORING**

### **Impaired Waters Investigation and Monitoring Program**

Stormwater pollutants of concern occurring in the Town of Windsor Locks are as follows:

- Nitrogen/Phosphorus
- Bacteria
- Mercury
- Other (Ethylene/Propylene Glycol)

Status of Windsor Locks' impaired waters investigation and monitoring program:

Currently, the only state-listed impairment in waters receiving discharge from the Windsor Locks MS4 area is bacteria. As a result, Windsor Locks' impaired waters investigation and monitoring program has focused on monitoring bacteria levels, specifically *Escherichia coli*, which is the preferred bacterium for assessment of bodies of freshwater. Four stormwater outfalls that discharge to impaired receiving waterbodies have been monitored to date, including one outfall that was monitored under the previous MS4 permit and three outfalls that were monitored under the current permit. All 2018 monitoring results require follow-up; however, no changes have been made to the Stormwater Management Plan at this time.

### **Screening Data for Outfalls to Impaired Waterbodies**

**Table 2.1 Screening data collected under 2017 permit**

| Outfall ID | Sample date | Parameter<br>(Nitrogen, Phosphorus,<br>Bacteria, or Other pollutant of<br>concern) | Results          | Name of<br>Laboratory (if<br>used) | Follow-up required? |
|------------|-------------|--|------------------|------------------------------------|---------------------|
| SMI-1      | 06/28/18    | Bacteria – <i>E. coli</i>  | 697 MPN/100 mL   | Phoenix                            | Yes                 |
| SEY-1      | 06/28/18    | Bacteria – <i>E. coli</i>  | 3,450 MPN/100 mL | Phoenix                            | Yes                 |
| SOU-1      | 06/28/18    | Bacteria – <i>E. coli</i>  | 1,220 MPN/100 mL | Phoenix                            | Yes                 |



**Table 2.2 Credit for screening data collected under 2004 permit**

| Outfall ID     | Sample date | Parameter<br>(Nitrogen, Phosphorus,<br>Bacteria, or Other pollutant<br>of concern) | Results        | Name of Laboratory<br>(if used) | Follow-up required? |
|----------------|-------------|--|----------------|---------------------------------|---------------------|
| WL-2/SM-Outlet | 11/15/16    | Bacteria – <i>E. coli</i>  | 346 MPN/100 mL | Phoenix                         | No                  |

**Follow-up Investigations**

The Town has not yet completed any follow-up investigations for outfalls exceeding the pollutant threshold.

**Prioritized Outfall Monitoring**

The Town has not yet completed outfall screening for 50% of our outfalls to impaired waters; we will identify six outfalls among the highest contributors of pollutants of concern to monitor annually in our 2019 annual report.

**PART III: ADDITIONAL IDDE PROGRAM DATA**

**Assessment and Priority Ranking of Catchments Data**

The Town has not yet assigned final IDDE priority rankings to catchments.

**Outfall and Interconnection Screening and Sampling Data**

The Town has not observed dry weather discharges at screened outfalls to date. Additionally, the Town has not initiated wet weather illicit discharge sampling. Therefore, no sampling data are yet available.

**Catchment Investigation Data**

The Town has not initiated wet weather illicit discharge sampling or catchment investigation for IDDE. Therefore, no sampling data are yet available.





**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: J. Christopher Kervick, First Selectman   | Print name: Philip J. Sissick, Director of Public Works |
| Signature / Date:                                     | Signature / Date:                                       |