

MS4 General Permit
Town of Montville 2017 Annual Report
Existing MS4 Permittee
Permit Number GSM 000099
[January 1, 2018 – December 31, 2018]

This report documents the Town of Montville’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	Maintain town website with information on program and informational links	Maintain website	Don Bourdeau	Jul 1, 2018	Completed December 2017	The site continues to be updated yearly
1-2 Address education/ outreach for pollutants of concern*	Ongoing	Maintain town website with information on program and informational links appropriate to pollutants of concern	Maintain website	Don Bourdeau	Jul 1, 2018	Completed December 2017	The site continues to be updated yearly

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

Public Education and Outreach will continue to be offered via the Town’s website.

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.
				Public Works/CLA Engineers

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	In progress	Storm water Management Plan and sample results posted on website and filed with CTDEEP	Storm water Management Plan and sample results posted on website	Don Bourdeau	Apr 3, 2017	May, 2017	
2-2 Comply with public notice requirements for Annual Reports	In progress	Annual Report Posted	Annual Report Posted	Don Bourdeau	Feb 15, 2018	May, 2018	

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

No events are planned

2.3 Public Involvement/Participation reporting metrics

Metrics	Implemented	Date	Posted
Availability of the Stormwater Management Plan announced to public	y	Ongoing	https://www.townofmontville.org/Content/Public_Works/
Availability of Annual Report announced to public	y	Ongoing	https://www.townofmontville.org/Content/Public_Works/

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 has draft written IDDE program using the CT IDDE program template	Develop written plan of IDDE program	Don Bourdeau	Jul 1, 2018	Anticipate completing by the deadline of July 1, 2018.	
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas	Done	Town has GIS layer of MS4 stormwater outfalls in priority areas	GIS layer of MS4 stormwater outfalls in priority areas	Don Bourdeau	Jul 1, 2019	Draft Completed December of 2017	
3-3 Implement citizen reporting program	Done under 2004 permit	Currently undergoing revisions	GIS layer of reports	Don Bourdeau	Jul 1, 2017	Anticipate completing revisions by October 2018.	
3-4 Establish legal authority to prohibit illicit discharges	Done	Currently undergoing revisions	Revised ordinance prepared by town staff	Don Bourdeau	Jul 1, 2018	Anticipate completing revisions by October 2018.	
3-5 Develop record keeping system for IDDE tracking	In Progress	GIS layer under development	Develop GIS layer	Don Bourdeau	Jul 1, 2017	Jul 1, 2017	
3-6 Address IDDE in areas with pollutants of concern	Not Started	Began investigation of outfalls	Investigate outfalls with IDDE, build GIS layer	Don Bourdeau	Not specified	Ongoing through term of permit	

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

The written program will be posted to the Dept of Public works webpage and a link listed in next year’s Annual Report; will update the written IDDE program as needed throughout the permit term.

Develop and maintain master IDDE tracking GIS layer 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

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.

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

3.7 IDDE reporting metrics

Metrics	
Estimated or actual number of MS4 outfalls	600 (est)
Estimated or actual number of interconnections	None known, ongoing
Outfall mapping complete	100%
Interconnection mapping complete	None known, ongoing
System-wide mapping complete (detailed MS4 infrastructure)	33%
Outfall assessment and priority ranking	50%
Dry weather screening of all High and Low priority outfalls complete	5%
Catchment investigations complete	5%
Estimated percentage of MS4 catchment area investigated	5%

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).

The training program is currently being prepared and will be implemented in 2018 and continue annually.

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	In Progress	Review of template/draft regs	Publish and Implement regs	Don Bourdeau and planning staff	Jul 1, 2019	July , 2019	
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval	Done under 2004 permit	The town planning IW and PW staff currently perform	Maintain paper files recording actions	Don Bourdeau and planning staff	Jul 1, 2017	Ongoing	
4-3 Review site plans for stormwater quality concerns	Done under 2004 permit	The town planning IW and PW staff currently perform	Maintain paper files recording actions	Don Bourdeau and planning staff	Jul 1, 2017	Ongoing	
4-4 Conduct site inspections	Done under 2004 permit	The town planning IW and PW staff currently perform	Maintain paper files recording actions	Don Bourdeau and planning staff	Jul 1, 2017	Ongoing	
4-5 Implement procedure to allow public comment on site development	Done under 2004 permit	The town regulations currently allow	Maintain paper files recording actions	Don Bourdeau and planning staff	Jul 1, 2017	Ongoing	
4-6 Implement procedure to notify developers about DEEP construction stormwater permit	Done under 2004 permit	The town planning IW and PW staff currently perform	Maintain paper files recording actions	Don Bourdeau and planning staff	Jul 1, 2017	Ongoing	

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

NA

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	In progress	Regulations under development	Written legal authority in place.	Don Bourdeau and planning staff	Jul 1, 2021	Jul 1, 2021	
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects	In progress	Regulations under development	Written regulations in place	Don Bourdeau and planning staff	Jul 1, 2019	Jul 1, 2019	
5-3 Identify retention and detention ponds in priority areas	In progress	Town wide identification under way	GIS layer completed	Don Bourdeau and planning staff	Jul 1, 2019	Jul 1, 2019	
5-4 Implement long-term maintenance plan for stormwater basins and treatment structures	In progress	BMPS being developed	<i>Plans and BMPS on file</i>	Don Bourdeau and planning staff	Jul 1, 2019	Jul 1, 2019	
5-5 DCIA mapping	In progress	Draft GIS maps begun	GIS layer complete	Don Bourdeau and planning staff	Jul 1, 2020	Jul 1, 2020	
5-6 Address post-construction issues in areas with pollutants of concern	Not begun		Record of issues addressed	Don Bourdeau	Not specified		

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

CLA Engineers to create GIS layer of stormwater basins and ponds

5.3 Post-Construction Stormwater Management reporting metrics

Metrics	
Baseline (2012) Directly Connected Impervious Area (DCIA)	(To be determined) acres
DCIA disconnected (redevelopment plus retrofits)	0 acres this year / acres total
Retrofits completed	1
DCIA disconnected	(TDB) % this year / % total since 2012
Estimated cost of retrofits	\$
Detention or retention ponds identified	(TBD) # this year /# total

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

The DCIA watershed values given on the NEMO MS4 website are currently being used and will be refined by CLA Engineers

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	Done	CLA Engineers developing	Yearly training for staff	Don Bourdeau	Jul 1, 2017	Ongoing	
6-2 Implement MS4 property and operations maintenance	In process	Execute Existing SWPPS for town properties	Document execution	Don Bourdeau	Jul 1, 2018	Ongoing	
6-3 Implement coordination with interconnected MS4s	None identified	Continue to work to identify	Document to file as needed	Don Bourdeau	Not specified	Ongoing	
6-4 Develop/implement program to control other sources of pollutants to the MS4	Not begun			Don Bourdeau	Not specified	Ongoing	
6-5 Evaluate additional measures for discharges to impaired waters*	Not begun			Don Bourdeau	Not specified	Ongoing	
6-6 Track projects that disconnect DCIA	Not begun			Don Bourdeau	Jul 1, 2017	Ongoing	
6-7 Implement infrastructure repair/rehab program	Not begun			Don Bourdeau	Jul 1, 2021	Jul 1, 2021	

6-8 Develop/implement plan to identify/prioritize retrofit projects	Not begun			Don Bourdeau	Jul 1, 2020	Jul 1, 2020	
6-9 Implement retrofit projects to disconnect 2% of DCIA	Not begun			Don Bourdeau	Jul 1, 2022	Jul 1, 2022	
6-10 Develop/implement street sweeping program	Done	Annual sweeping	Document to file	Don Bourdeau	Jul 1, 2017	Jul 1, 2017	
6-11 Develop/implement catch basin cleaning program	In progress	Cleaned 33% of basins, GPS location and volumes	GIS layer developed	Don Bourdeau	Jul 1, 2020	Jul 1, 2020	
6-12 Develop/implement snow management practices	In progress			Don Bourdeau	Jul 1, 2018	Jul 1, 2018	

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

Ongoing street sweeping and catch basin clean out and location. DPW staff will be trained and SWPPS followed at town sites.

6.3 Pollution Prevention/ Good Housekeeping reporting metrics

Metrics	
Employee training provided for key staff	To begin 2018

Street sweeping	
Curb miles swept	miles
Volume (or mass) of material collected	lbs or tons
Catch basin cleaning	
Total catch basins in priority areas	300 (est)
Total catch basins in MS4	1400 (est)
Catch basins inspected	40
Catch basins cleaned	1400 (Est)
Volume (or mass) of material removed from all catch basins	lbs or tons
Volume removed from catch basins to impaired waters (if known)	lbs or tons
Snow management	
Type(s) of deicing material used	
Total amount of each deicing material applied	lbs or tons
Type(s) of deicing equipment used	
Lane-miles treated	miles
Snow disposal location	
Staff training provided on application methods & equipment	(y/n) / dates(s)
Municipal turf management program actions (for permittee properties in basins with N/P impairments)	
Reduction in application of fertilizers (since start of permit)	NA
Reduction in turf area (since start of permit)	NA
Lands with high potential to contribute bacteria (dog parks, parks with open water, & sites with failing septic systems)	
Cost of mitigation actions/retrofits	NA

6.4 Catch basin cleaning program

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

In 2018 approximately XX % of the town’s catch basins were measured for sediment accumulation, cleaned and inspected. This information was used to construct a GIS layer. Over the course of three years the GIS layer will be used to refine the 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. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Not yet available.

Describe plans for continuing the Retrofit program and how to achieve a goal of 1% DCIA disconnection in future years. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Not yet available.

Describe plans for continuing the Retrofit program beyond this permit term with the goal to disconnect 1% DCIA annually over the next 5 years. [\[Provide information if available in 2017 report. Section to be completed for the 2019 Annual Report.\]](#)

Not yet available.

Part II: Impaired waters investigation and monitoring [[This section required beginning with 2018 Annual Report](#)] (Not yet available)

Part III: Additional IDDE Program Data [[This section will be provided beginning with 2018 Annual Report](#)] (Not 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:	Print name:
Signature / Date:	Signature / Date: