

**STORMWATER MANAGEMENT PLAN
2017 ANNUAL REPORT**

**TOWN OF CHESHIRE, CONNECTICUT
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM
MS4 PERMIT NO. GSM000021**



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Report Date: March 27, 2018

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1.0 INTRODUCTION

This 2017 annual report (Year 14) has been prepared by the Town of Cheshire (Town) to meet the reporting requirements of the Connecticut Department of Energy & Environmental Protection (CT DEEP) *General Permit for the Discharge of Stormwater from Municipal Separate Storm Sewer Systems* (MS4 General Permit), under which the Town is registered. The CT DEEP issued Permit No. GSM000021 to the Town.

Cheshire is located in south central Connecticut in New Haven County. The Town covers approximately 33 square miles with a population of approximately 30,000. The Town was incorporated in 1780 when land use was primarily rural and agricultural. By the 1950s, the land use had transitioned to residential and suburban. Current land use includes residential, agricultural, industrial, commercial, and preserved land.

The Town is completely or partially located within a Connecticut designated Urbanized Area (based on the 2010 US Census Bureau data) and the Town owns or operates a municipal separate storm sewer system which conveys stormwater to surface waters of the state of Connecticut. Based on this designation, the Town filed a registration with the CT DEEP for coverage under the CT DEEP *General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems*, issued on January 9, 2004, and reissued without modifications on January 12, 2009 and January 9, 2013 (General Permit). The current General Permit expires January 8, 2015.

In order to meet the MS4 General Permit requirements, the Town initially submitted a Stormwater Management Plan (*Town of Cheshire Stormwater Management Plan*, prepared by Milone and MacBroom, Inc. dated July 22, 2004) to the CT DEEP. That Stormwater Management Plan identified Best Management Practices (BMPs) for each of the six Minimum Control Measures (MCMs) in which the Town strives to comply with, as required by the MS4 General Permit.

In order to meet the current MS4 requirements, the Town prepared a new Stormwater Management Plan that was submitted to the CT DEEP in June, 2017. That report is the basis of the reporting included in this Annual Report, and includes additional items that were previously not part of the Town's permit. Cheshire is fortunate in that many of the procedural items (permitting, mapping) are already in place along with equipment and practices (i.e street sweeping and catch basin cleaning) to meet the new requirements.

The purpose of this annual report is to document the compliance with the general permit, compliance with the Total Maximum Daily Load (TMDL) implementation plan, and summarize a self-assessment of the appropriateness of the BMPs and actions conducted by the Town during the 2017 calendar year to comply with the six MCMs. Table 1 includes a summary of the BMPs completed for the six MCMs from 2004 through 2016 and is included in Appendix A. The stormwater monitoring data results from this year are included in Appendix B.

In preparation of this report, with Town reviewed documents from the Regional Health Department and Town agencies and commissions and newspaper articles. This report was prepared by Walter Gancarz, Operations Manager/Town Engineer, and Don Nolte, Assistant Town Engineer.

2.0 MINIMUM CONTROL MEASURE #1 – PUBLIC EDUCATION AND OUTREACH

The Town has implemented a public education program to distribute educational materials to the public and to conduct outreach activities to educate the public on the impacts of stormwater discharges on waterbodies, and the steps the public can take to reduce pollutants in stormwater runoff. The public includes citizens, businesses and industries. It appears that these BMPs are appropriate. The Town has contributed the following public education and outreach efforts during this year:

Publications:

The following publications are generally available through the offices of Planning & Zoning, Inland Wetlands, and Town Engineer/Department of Public Works, and/or the regional health department office located in Cheshire (Chesprocott Health District):

- Copies of CT DEEP permits and instructions
- Publications by Non-point Education for Municipal Officials (NEMO)

A copy of the 2017 Town Stormwater Management Plan and Annual Reports are available at the Town Hall. The Stormwater Management Plan is also available on the town's website at: <http://www.cheshirect.org/media/109583/170330-cheshire-ct-storm-water-management-plan-july-2017.pdf>

The Town Environment Commission is scheduled to hold monthly meetings, open to the public. The Commission's goal is to conserve local natural resources and promote the responsible use of publicly owned open space areas.

The Environmental Planner maintains or has access to publically available information on the identification and removal of non-native invasive plant species most common in Cheshire.

The Town seeks input from the USDA regarding the best management practices for the keeping of horses, particularly on property containing wetlands and watercourses. This information is available to the public.

An Organic Lawn DVD, produced by the Town, is available to the public on a lending basis.

The Environmental Planner works with the Reference Library in selecting environmental titles annually.

Website:

The Town maintains a website providing current information on issues such as leaf collection schedule, planned road work and/or drainage repairs, snow removal schedules, recycling, and household hazardous waste collection. The Town website also includes links to information sources including the town wide GIS mapping, Chesprocott Health District, and CT DEEP. The town began updating its website in 2017, and expects the new website to go on line in mid-2018, and it is scheduled to have additional links to pertinent CT DEEP, and US EPA information on Stormwater quality.

The Town maintains an online GIS system (<http://cheshire.mapxpress.net/>) which provides access to town parcel mapping and includes information such as storm and sanitary catch basins and piping, open space, aquifer protection areas, areas provided with solid waste and recycling pick-up, and FEMA flood zones.

Outreach Events:

The Town conducted the following events to help avoid these materials from being discarded on roadsides and in open spaces, thereby reducing the impact on local stormwater.

Hazardous material Collection at South Central Regional Water Authority (May-October)
This program was utilized by over 500 Cheshire residents in 2017

Electronic Recycling Material Collection
This program resulted in the collection of over 60,000 pounds of electronics material

Mattress Recycling Event
This event collected over 279 mattresses

Curbside Leaf Pick Up
The town collected over 258 tons of leaves and 183 bags of grass clippings from Cheshire residents

Scrap metal – the town delivered over 35,000 lbs. of scrap metal to recycling facilities

In addition the town began evaluating the potential for a town wide Bulky Waste Pick Up for residents, to be conducted in 2018 if funds permit. In the past, this has resulted in the proper disposal of approximately 1,000 tons of bulky waste, and the re-use of immeasurable amounts of materials residents repurpose items put at the curb.

The Town Environment Commission periodically hosts clean-ups, walks, and hikes at ecological places of interest and open spaces. It also hosts exhibits at community events.

The Town promotes participation in the Whitney Water Center educational programs, operated by the South Central CT Regional Water Authority (RWA). The RWA provides a program available to 6th, 7th, and 8th graders entitled W.A.T.E.R., which includes classroom and field activities such as a field trip to the local water bodies to test pH, dissolved oxygen and nitrate levels to assess the impact that human activities have on water quality.

When appropriate, stormwater poster boards/kiosks were displayed at local Town events, including the annual Fall Festival. The educational programs offered by the Southwest Conservation District (SCD) are posted at the Town Hall. The Town also posts environmental and nature information at kiosks on open space property, such as Quinnipiac Park, Boulder Knoll, the DeDominicis property, and the Farmington Canal Greenway.

3.0 MINIMUM CONTROL MEASURE #2 – PUBLIC INVOLVEMENT AND PARTICIPATION

The Town implements a public involvement and participation program that includes the public in developing, implementing, and reviewing the Town Stormwater Management Plan.

The Stormwater Management Plan was initially prepared in 2004, and was dramatically updated in 2017. The Town has implemented the following public involvement and participation program elements this year, which continue efforts made in previous years.

- The Town Council was made aware of the upcoming changes in the MS4 permit and related increased costs as part of the budget process held in the first 4 months of 2017. As a result of that process, that included numerous public meetings, culminating with a Public Hearing, the town adopted a budget that provided for an additional \$33,000 in funding to meet the requirements of the new MS4 plan.
- The Town Planning and Zoning Commission, Environment Commission, and Inland Wetlands and Watercourse Commission hold regular meetings which are open to the public. These meetings provide an opportunity for the public to comment on permit applications, Town events, and other related topics.
- Public hearings are held as part of the application process for all new and redevelopment projects.
- Town road and drainage construction projects are presented to the Inland Wetlands and Watercourse Commission and/or Planning and Zoning Commission for review and approval prior to implementation.
- The Town Stormwater Management Plan and Annual Reports are maintained for public view at the Town Engineer/Department of Public Works office.

4.0 MINIMUM CONTROL MEASURE #3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

Illicit discharges are discharges to the storm sewer system that are not entirely composed of stormwater. The Town has addressed the detection and elimination of illicit discharges by reviewing the Town ordinances, educating the public regarding illicit discharge, identified and mapped outfalls greater than 12 inches and 15 inches in diameter, and developed and enforced a plan to eliminate illicit discharges. It appears that these BMPs are appropriate. The Town has implemented the following elements this year:

- The storm drain and outfall mapping is currently available to internal users through the Town GIS system. We plan to make it a public layer on our MapXpress website after quality control reviews are completed during 2018.
- The Town assigned a summer intern to commence visiting outfalls previously identified by a digital conversion of recorded storm sewer maps in order to collect data and photo-document their condition, resulting in 250 completed inspections of the 797 known outfalls with no illicit discharges found.
- The Town Public Works Department established fields in our work order management software program, iWorQ to create the permanent repository for any citizen complaints pertaining to MS-4 illicit discharges, spills, and erosion complaints. This web based program is generally used as a catalog of work and is used to facilitate tracking of comments or complaints from the public and the status of the Town's response. This system is used to track and log inspections, maintenance work, and the location of spills, erosion, and illicit discharges. In 2017 one (1) MS-4 citizen complaint was received regarding a soil erosion and sediment discharge, plus eight (8) others were identified and brought to resolution by P & Z staff during the routine course of inspections. No spills or illicit discharges were reported.
- The Public Works Department continues to conduct dry weather inspections and illicit discharge inspections. In 2017 town crews observed the cleaning of roughly 1,000 catch basin structures (mainly within impaired Ten-Mile River watershed) by an outside vendor, and recorded data. No illicit pipes, odors, or sheens were apparent in any of these structures.
- The Town Council voted to approve \$380,000 for the purchase of its own Vector to enhance our systematic catch basin cleaning and inspection program, which will continue to focus on impaired watersheds. We are actively working with our GIS consultant to launch a tablet-based program for the crew to directly enter inspection data rather than Engineering Staff having to transpose the daily worksheets and map mark-ups for improved record keeping.
- The Town established new GIS layers of official and unconfirmed wetlands with 50-foot setback, which is under quality assurance reviews.
- The Town conducts semi-annual groundwater sampling and testing program of surface water, monitoring wells, and potable wells in areas surrounding the Town's closed landfill, to evaluate water quality that may impact surrounding surface waters.
- The Town performs quarterly stormwater sampling and testing at the Town DPW garage, and the Water Pollution Control Plant, in accordance with CT DEEP permits.

- Food service establishments are required to be permitted through the regional Health Department (Chesprocott). The WPCA provides notice of these requirements to food establishments and works with them to comply.
- We review the septic failure and repair reports routinely forwarded by the Chesprocott Health District to the W.P.C.A and now review them in light of the MS-4 criteria, store electronic copies in the Departments' Stormwater Management Folder. We note that the eight septic failures encountered were all repaired in a timely fashion, and will use this information in the future to help guide sampling locations.
- We have forwarded the draft Illicit Discharge and Connection Stormwater Ordinance to the W.P.C.A and Planning and Zoning Office for their review, comments, and recommendations. We will pursue adoption of this and/or other appropriate enforcement mechanisms by the appropriate Legal Authorities with the assistance of Town Counsel to ensure the most effective outcome.

Our goals for next year are:

1. Make field visits and collect data on another 30% of the 797 currently identified outfalls during 2018, correcting erroneous storm system mapping from the digital conversion of map data, and identifying missing outfalls in the GIS data base as encountered using GIS edit tools developed in 2017.
2. Provide Geocortex GIS application log-in credentials to the DEEP Oil & Chemical Spills division for their use and information during cleanups and tracking.
3. Clean and inspect another 1,200 catch basins focusing on impaired watersheds wherever practical, in addition to our established practice of cleaning structures within streets planned for milling and paving.
4. From our established list, field-locate and incorporate all gross particle separators into the GIS into new layer. Similarly locate all Town maintained stormwater detention basins and incorporate into the existing established Holding Structure layer (or rename).
5. Inspect and clean as necessary all gross particle separators and Town detention basin forebays.
6. Cheshire Fire Department personnel will be provided training in the web-accessible Geocortex GIS application so that they are capable of tracing pollutants and locating drainage outfalls while in the field using their Ipads to facilitate oil and chemical spill response.
7. Sample 7 stream confluences, waterbodies, and/or outfalls within impaired watersheds.
8. Make the new wetland and setback layers available to the public after completing quality assurance checks have been completed.

4.0 MINIMUM CONTROL MEASURE #4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

The Town has a program in place to reduce potential pollutants from construction activities that result in land disturbance of greater than or equal to one acre or less than one acre if they are part of a larger development. It appears that these BMPs are appropriate. The following measurable goals have been completed this year.

- The Town continues to perform engineering reviews of applications submitted to Planning & Zoning and Inland Wetlands (including residential subdivisions, commercial and industrial site plans) to ensure proper stormwater management, according to NEMO guidelines, the 2004 Connecticut Stormwater Quality Manual, Town Engineering policies, and the 2002 Connecticut Guidelines for Erosion and Sediment Control, as amended.
- The Town Public Works Department maintains an electronic database for public phone calls regarding comments or complaints to construction projects.
- The Town Public Works Department has developed a notification system with the Inland Wetlands and Watercourses Commission to authorize the regular maintenance of stormwater basins and the removal of sediment in waterbodies.
- The Environmental Planner and Zoning Enforcement Officer conduct sediment and erosion control inspections prior to the issuance of a zoning/building permit for construction projects associated with land use permits. These sites are inspected throughout the construction phase and corrective orders and notice of violations for insufficient erosion controls are issued and followed until corrected. In 2017 the Inland Wetlands Agency took official action on nine (9) occasions to resolve erosion and sediment control breaches by builders.
- The Town has recently implemented a paperless building permit and certificate of occupancy processing application called Viewpoint Cloud. One of the important benefits is that this program provides vastly improved awareness of construction activities and permanently documents written communication with the applicants / permittees throughout the construction process. This provides for greater control over soil erosion and sediment control measures, proposed drainage improvements, and other site development concerns by providing new checks and balances.

Goals:

1. In 2018 the Town plans to work towards adopting on developing a digital submission policy so that subdivision, site plans, and as-built surveys are more readily available to all departments, which will facilitate review and compliance efforts.
2. Recommend that boilerplate language be added to P & Z approvals advising developers of their need to obtain a general permit for stormwater discharge from construction sites in excess of five (5) acres, providing a link to the DEEP webpage.

5.0 MINIMUM CONTROL MEASURE #5 – POST-CONSTRUCTION STORMWATER MANAGEMENT

The Town is in the process of developing, implementing, and enforcing a program and ordinance and/or other mechanisms to address stormwater runoff from new development and redevelopment projects that disturb greater than one acres of land. The following measurable goals have been completed this year.

- The Town maintains a GIS database of gross particle separators, detention basins, retention basins, storm drains and outfalls. It is maintained electronically within the Town's GIS system by the Public Works Department. The Town continued to update this information in the field by use of a summer engineering intern using a tablet.
- The Town Council has approved the purchase a new Vactor in order to most effectively pursue our MS-4 goal of cleaning approximately 20% of catch basins each year.
- The Town continues to design and implement Town road construction and building improvement projects to best address stormwater issues and in accordance with the 2004 Connecticut Stormwater Quality Manual, as amended. The Town Public Works projects are permitted through the Town and undergo necessary Planning & Zoning approval.
- The Environmental Planner and Zoning Enforcement Officer conduct sediment and erosion control inspections prior to the issuance of a zoning/building permit and Certificates of Occupancy for construction projects associated with land use permits. These sites are inspected throughout the construction phase and corrective orders and notice of violations for insufficient erosion controls are issued and followed until corrected.
- We added an MS-4 layer to our internal GIS, which identifies the Impaired Rivers and Lakes, which has a query function to help search drainage structures by watershed subregion boundaries. Scans of the source maps can be opened via a hyperlink to the feature for Q.C. purposes.
- We made significant progress by conducting field inspections and connecting pipes to 656 the 900 isolated catch basins in the GIS that were collected via aerial survey (that did not come from digital conversion of paper source maps) last year.

Goals for 2018:

- We plan to work on refining the categorization of each the 8300 catch basins inventoried in the GIS data base as being owned by the State, Town or Private. Per last report prepared by our consultant the Town owns about 5,300 or roughly 2/3rds of these structures. However, the initial analysis was a result of imperfect GIS buffering (30' off Town Rd. centerlines), which may yield an over-count due to erroneous inclusions at State Highway intersections and private properties. Town office research and field inspection by PW Dept. staff will be necessary to parse this data.
- We will continue to work with our GIS consultant to improve the capability to automatically sort and query Town catch basins by various data fields such as inspection

and cleaning dates, impaired waterbody watersheds and begin to refine sub-catchment areas.

- We will conduct field inspections of at least 50% of the 244 isolated catch basins identified in the GIS to develop a more complete and accurate inventory and graphical depiction of storm pipes and unmapped outfalls, where encountered.
- We will purchase another tablet to be dedicated for use by PW crew for data collection and direct data entry assigning unique I.D. numbers rather than the current tedious method of individual paper field data sheets and map markups with subsequent GIS data entry.
- We will initiate water quality sampling and testing of some watercourses this year.

6.0 MINIMUM CONTROL MEASURE #6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING

The Town has implemented a variety of practices to minimize pollutants entering surface waters in Town. The following measurable goals have been completed this year.

Records/Training:

The Town Public Works Department has implemented the use of the management software program, iWorQ. This web based program is used to track the status of stormwater related activities. During 2017 we added a specific category of work that it directly related to illicit discharges.

The Town conducts annual training of Public Works Department and Water Pollution Control Division (WPCD) employees on BMPs for stormwater management and spill response.

The Town maintains material safety data sheets (MSDS) for materials used by Town Garage and Wastewater Treatment Plant. This information is maintained and is available to the public.

Street Sweeping:

The Town conducts street sweeping of Town owned roads and parking lots. The Town uses a municipally owned street sweeper. A new street sweeper was purchased in 2016 which has increased solids removal and create less dust. All Cheshire public roads were swept at least once during 2017.

The Town Public Works Department regularly clears roadside litter and clears brush in the Ten Mile River, Quinnipiac River, and Broad Brook watersheds.

The Town Public Works Department has eliminated the reliance on herbicides by performing roadside grass and brush clearing via mowers and weed whackers.

Catch Basin/Stormwater Structure Cleaning:

The Town Department of Public Works utilizes the iWorQ management system to manage maintenance of catch basins and stormwater structure cleanings to remove debris, sediment, and organics (leaves/grass). The mapping of the structures on the Town GIS system has improved efficiency in locating and tracking maintenance and repairs. The Town maintains the approximately 6,000 catch basin structures over 150 miles in Town. The frequency of cleanings had been approximately 8 miles per year, which was directly associated with the town's road re-paving program. In 2017, as a direct result of the new MS4 plan, an additional 900 catch basins were cleaned using outside forces. The information on these structures has been added into a separate layer of the town's GIS system. Finally, as part of the Capital Budget process held during the Summer of 2017, authorization was made for Public Works to buy a new Vac Truck, which has already been purchased and is ready for use in 2018.

Evaluation of Snow Removal Practices:

The Town has implemented a winter storm response program to include storm water control measures, including limiting the use of sand used, using more salt, using a salt treated with magnesium to be effective at lower temperatures, and the use of liquid deicers.

The Town maintains a sand/salt storage shed at the Public Works Garage. Permanent doors were custom made for the shed.

Waste Minimization Practices:

The Town provides weekly curbside residential municipal solid waste collection and single stream recycling collection to all residential properties (approximately 10,000).

The Town encourages residents to participate in the household hazardous waste collection provided by the Regional Water Authority. The collection is available weekly from May through October.

The Town provides a collection point for used cell phones and recyclable batteries at the Town Hall. These materials are disposed of through the National Rechargeable Battery and Cell Phone Recycling Program. In addition, the Town properly disposes of Town Government electronics via local vendor.

The Town collects leaves, bagged in biodegradable bags, and small brush, bundled. Storage of leaves and brush in bags and bundles reduces the potential of leaves entering the stormwater system.

The Town utilizes organic fertilizer at Town buildings, Town parks, and school properties, with the intent of reducing chemicals discharged to watercourses.

The Town utilizes spill proof plastic containers with funnels for gasoline mixes used in chainsaws, other hand tools. Additionally, the Town utilizes containment pallets for storage of all potentially hazardous liquids. A new double walled containment tank was installed at the PW Garage for storage of liquid de-icer.

The street sweeping and catch basin cleaning materials are managed in accordance with the CT DEEP Guideline for Municipal Management Practices for Street Sweepings and Catch Basin Cleanings, dated January 2005, and are stockpiled at the landfill.

Stormwater Monitoring Program:

The Town conducts a quarterly groundwater sampling and testing program of surface water, monitoring wells, and potable wells in areas surrounding the Town landfill, to evaluate water quality that may impact surrounding surface waters. No significant impacts related to that sampling were identified in 2017.

Stormwater sampling and testing was not conducted at six (6) town wide residential and industrial locations in accordance with the CT DEEP General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems. The future sampling program is being evaluated to concentrate on the areas of most concern, when sampling begins again as required in 2019.

Stormwater sampling and testing was conducted at the Public Works Garage (Permit No. GSI001174) and the Water Pollution Control Plant (Permit No. GSI001172) in accordance with the CT DEEP General Permit for the Discharge of Stormwater associated with Industrial Activity.

7.0 TOTAL MAXIMUM DAILY LOAD (TMDL)

A Total Maximum Daily Load (TMDL) is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet its water quality standards, and an allocation of that amount to the pollutant's sources. Section 303(d) of the Federal Clean Water Act requires that states develop lists of waters that are not meeting water quality standards (impaired waters), and develop TMDLs for these waters. The TMDL analysis can be used as a management tool to restore impaired waters by establishing the maximum amount of a pollutant that a waterbody can receive without adverse impacts to fish, wildlife, recreation, or other public uses.

The Town of Cheshire lies within the Quinnipiac River Regional Basin, which includes the following waterbodies: Harbor Brook, Misery Brook, Quinnipiac River, and Sodom Brook. These waterbodies have been included on the CT Impaired Waters List due to exceedances of the indicator bacteria criteria in the CT Water Quality Standards.

On June 8, 2008, TMDLs were developed and finalized for the Quinnipiac River Regional Basin. The pollutants with TMDLs include bacteria, nitrogen, mercury, and phosphorus and they apply to the Tenmile River, Mixville Pond, Mill River, Mad River, Harbor Brook, Misery Brook, Quinnipiac River, and Sodom Brook in addition to watersheds contributing to the Long Island Sound and other CT inland waters. TMDLs are required to be implemented through the Town specific Stormwater Management Plan.

8.0 ANNUAL STORMWATER MONITORING

As explained in Section 7.0, the Town did not conduct stormwater sampling during 2017, as it is not required until 2019 by the CT DEEP Phase II General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems. The CT DEEP had previously granted the Town a variance for the three commercial locations.

9.0 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.

Michael A. Milone TOWN MANAGER
Signature of Chief Elected Official or designee, Title
Michael A. Milone

Walter Gancarz, Operations Manager/Town Engineer
Name of Chief Elected Official or designee, Title

3/27/2018
Date

APPENDIX A

**Table 1: Minimum Control Measures
Town of Cheshire Stormwater Management Plan
2017 Annual Report**

Minimum Control Measure							
<i>Public Education and Outreach on Stormwater Impacts</i>							
Best Management Practice	Measurable Goals	Responsible Party	Year				
			'17	'18	'19	'20	'21
A. Educate citizens about the importance of stormwater management	1. Maintain copies of selected NEMO and QRWA brochures in Town Hall and water quality literature in the Town Library. Rotate brochure content semi-annually.	Environmental Planner	x	x	x	x	x
	2. Evaluate feasibility of updating Town's website to include links to stormwater related sites.	Town Engineer	x	x	x	x	x
	3. Coordinate with local schools to promote use of educational programs offered by Whitney Water Center.	Town Engineer		x	x	x	x
	4. Assess feasibility of mailing stormwater-related education materials with tax bills.	Town Engineer	x	x	x	x	x
	5. Based on the outcome of Goal A.4., send materials with tax bills.	Town Engineer		x	x	x	x
	6. Post notifications of education programs offered by the Southwest Conservation District at the Town Hall.	Environmental Planner	x	x	x	x	x
	7. Assess feasibility of having the Town's Environment Commission coordinate the Town's public education program.	Environmental Planner	x	x	x	x	x
	8. Place copies of "Caring for Your Septic System" in the Planning Department for free distribution.	Environmental Planner	x	x	x	x	x
	9. Establish contact with QRWA and identify avenues Town staff can use to provide public notice of QRWA activities.	Environmental Planner	x	x	x	x	x
	10. Participate in RWA Hazardous Waste collection	Public Works Director	x	x	x	x	x
	11. Run electronic recycling event	Public Works Director	x	x	x	x	x
	12. Run mattress recycling event	Public Works Director	x	x	x	x	x
B. Educate industries of the need for proper stormwater management	1. Develop mailing list of local industries.	Town Engineer with Chamber of Commerce	x	x	x	x	x
	2. Develop or identify from other source(s) education materials targeted to industries, with at least one material being targeted to agricultural uses or bedding plant growers.	Town Engineer	x	x	x	x	x
	3. Mail materials identified in Goal B.2. To list of local	Town Engineer		x	x	x	x

	industries developed in Goal B.1.						
	4. Provide notice of need for CT DEEP's General Permit for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities to developers and engineers.	Environmental Planner	x	x	x	x	x
	5. Send letter to local dentists to ensure compliance with mercury removal equipment.	Town Engineer	x				
C. Educate municipal officials and land use commissions on proper SW mgmt.	1. Coordinate one NEMO or Southwest Conservation district or knowledgeable technical staff to present to Town staff and land use commissions.	Town Planner		x	x	x	x

Minimum Control Measure							
<i>Public Involvement/Participation Plan</i>							
Best Management Practice	Measurable Goals	Responsible Party	Year				
			'17	'18	'19	'20	'21
A. Allow public participation in developing and reviewing the stormwater management plan	1. Place draft copy of plan in Town Engineer's Office on or before April 1, 2017	Town Engineer	x				
	2. Place draft copy of annual report at Town Engineer's Office on or before December 1 yearly; except in first year, which date will be Feb. 15, 2018	Town Engineer	x	x	x	x	x
	3. Provide notice to the QRWA that the draft plan is available for public comment.	Town Engineer	x				
B. Involve the public in watershed activities	1. Update Town's website to include links to stormwater related sites	Environmental Planner	x	x	x	x	x
	2. Identify opportunities with QRWA	Town Engineer	x	x	x	x	x

Minimum Control Measure			
<i>Illicit Discharge Detection and Elimination Schedule</i>			
BMP	Lead department / individual	Month / year of implementation	Measurable goal
Develop written IDDE program	Town Engineer	July 1, 2018	Report
Develop list and maps of all MS4 stormwater outfalls in priority areas	Town Engineer	July 1, 2019	GIS Map Layer
Develop citizen reporting program	Town Engineer	July 1, 2017	IWorQ
Establish legal authority to prohibit illicit discharges	Town Engineer	July 1, 2018	Revised Sewer Regulations
Develop record keeping system for IDDE tracking	Town Engineer	July 1, 2017	Component of IWorQ
Address IDDE in areas with pollutants of concern	Town Engineer	July 1, 2017	Evaluate
Detailed MS4 infrastructure mapping	Town Engineer	July 1, 2020	GIS Map Layer
Complete list and maps of all MS4 stormwater outfalls throughout municipality	Town Engineer	July 1, 2022	GIS Map Layer

Minimum Control Measure			
<i>Construction site stormwater management schedule</i>			
BMP	Lead department / individual	Month / year of implementation	Measurable goal
Implement, upgrade and enforce land use regulations to meeting MS4 permit requirements	Town Planner	July 1, 2019	Revised LUR
Develop/implement plan for interdepartmental coordination in site plan review and approval	Town Planner	July 1, 2017	Exists (review and improve)
Review site plans for stormwater quality concerns	Town Engineer	July 1, 2017	Exists (continue and improve)
Conduct site inspections	Town Engineer/ZEO	July 1, 2017	Exists (continue and improve)
Implement procedure to allow public comment on site development	Town Planner	July 1, 2017	Exists
Implement procedure to notify developers about DEEP construction stormwater permit	Town Planner	July 1, 2017	Written notification

Minimum Control Measure			
<i>Post-construction stormwater management system</i>			
BMP	Lead department / individual	Month / year of implementation	Measurable goal
Establish or update legal authority and guidelines regarding LID and runoff reduction in site development planning	Town Planner	July 1, 2021	Revised regulations
Enforce LID/runoff reduction requirements for development and redevelopment projects	Town Planner	July 1, 2021	Enforcement Log
Implement long-term maintenance plan for stormwater basins and treatment structures	Town Engineer	July 1, 2019	Written plan
Complete DCIA mapping	Town Engineer	July 1, 2020	Mapping
Address post-construction issues in areas with pollutants of concern	Town Engineer	July 1, 2019	IWORQ Log

**Table 1: Minimum Control Measures
Town of Cheshire Stormwater Management Plan
2017 Annual Report**

Minimum Control Measure			
<i>Pollution prevention/good housekeeping schedule</i>			
BMP	Lead department / individual	Month / year of implementation	Measurable goal
Develop/implement formal employee training program	Public Works Director	July 1, 2018	Training Document
Implement MS4 property and operations maintenance	Public Works Director	July 1, 2018	Annual Report
Implement coordination with interconnected MS4s	Public Works Director	July 1, 2017	Annual Report
Develop/implement program to control other sources of pollutants to MS4	Town Engineer	July 1, 2018	Program
Evaluate additional measures for discharges to impaired waters	Town Engineer	July 1, 2018	Annual Report
Track projects the disconnect DCIA	Town Engineer	July 1, 2017	Annual Report
Develop/implement infrastructure repair/rehab program	Public Works Director	July 1, 2017	Program
Develop/implement plan to identify/prioritize retrofit projects	Public Works Director	July 1, 2020	Annual Report
Develop/implement street sweeping program	Public Works Director	July 1, 2017	Annual Report
Develop/implement catch basin cleaning program	Public Works Director	July 1, 2017	Annual Report
Develop/implement snow management practices	Public Works Director	July 1, 2017	Annual Report

APPENDIX B

See following attachments for recent stormwater account balance report showing \$25,500 is currently available; and a copy of our proposed 2018-2019 Budget request for an additional \$20,000.

FISCAL YEAR 2017-2018



TOWN OF CHESHIRE
YEAR TO DATE BUDGET REPORT

03/01/2018 09:24
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FOR 2018 13

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
261 PW - ADMINISTRATION							
10261 5102 PW -ADM- P/F/T	335,307	335,307	247,280.09	.00	.00	88,026.91	73.7%
10261 5105 PW -ADM- OVERTIME	1,000	1,000	357.00	.00	.00	643.00	35.7%
10261 5106 PW -ADM- SALARY DIF/PER	1,975	1,975	1,650.00	.00	.00	-675.00	169.2%*
10261 5107 PW -ADM- SALARY ADJ	18,937	18,937	225.00	.00	.00	18,712.00	1.2%
10261 5201 PW -ADM- OFC SUPPLIES	2,500	2,500	582.17	.00	1,643.83	18,274.00	89.0%
10261 5203 PW -ADM- A/E SUPPLIES	0	0	.00	.00	.00	.00	.0%
10261 5206 PW -ADM- ADVERTISING	600	600	124.25	.00	.00	475.75	20.7%
10261 5207 PW -ADM- PRINTING	0	0	180.00	.00	.00	-180.00	100.0%*
10261 5209 PW -ADM- PRSNL EXP	250	250	.00	.00	.00	250.00	.0%
10261 5401 PW -ADM- CONSULTANTS	0	0	.00	.00	.00	.00	.0%
10261 5403 PW -ADM- A/E MAINT.	500	500	500.00	.00	.00	200.00	100.0%
10261 5405 PW -ADM- RENTALS	200	200	.00	.00	.00	.00	.0%
10261 5407 PW -ADM- SECTRL SVC	0	0	.00	.00	.00	.00	.0%
10261 5409 PW -ADM- OTHER SVCS	300	300	.00	.00	.00	300.00	.0%
10261 5501 PW -ADM- DUES	400	400	287.50	.00	.00	112.50	71.9%
10261 5502 PW -ADM- MTGS. SMNRS	1,200	1,200	.00	.00	.00	1,200.00	.0%
10261 5503 PW -ADM- MILEAGE	1,550	1,550	1,090.14	.00	.00	459.86	70.3%
10261 5602 PW -ADM- OFC EQUIPMT	350	350	.00	.00	.00	350.00	.0%
TOTAL PW - ADMINISTRATION	364,069	364,069	252,276.15	.00	1,643.83	110,149.02	69.7%
262 PW - ENGINEERING							
10262 5102 ENGR/INSPECT - P/F/T	144,847	144,847	101,558.84	.00	.00	43,288.16	70.1%
10262 5105 ENGR/INSPECT - OVERTIME	3,500	3,500	2,801.41	.00	.00	698.59	80.0%
10262 5106 ENGR/INSPECT - SAL DIF/	2,125	2,125	625.00	.00	.00	150.00	100.0%
10262 5107 ENGR/INSPECT - SAL ADJ	500	500	136.00	.00	.00	1,989.00	6.4%
10262 5201 ENGR/INSPECT - OFC SUPP	0	0	9.54	.00	.00	490.46	1.9%
10262 5203 ENGR/INSPECT - A/E SUPP	0	0	.00	.00	.00	.00	.0%
10262 5204 ENGR/INSPECT - PRGM MTL	1,000	1,000	1,079.41	.00	.00	-79.41	107.9%*
10262 5207 ENGR/INSPECT - PRINTING	300	300	.00	.00	.00	300.00	.0%
10262 5208 ENGR/INSPECT - GAS	400	400	156.54	.00	.00	243.46	39.1%
10262 5209 ENGR/INSPECT - PRSNL EX	250	250	.00	.00	.00	250.00	.0%
10262 5211 ENGR/INSPECT - REF MTL	0	0	.00	.00	.00	.00	.0%
10262 5401 ENGR/INSPECT - CNSLTNTS	33,000	33,000	3,500.00	.00	4,000.00	25,500.00	22.7%
10262 5403 ENGR/INSPECT - A/E MAIN	1,400	1,400	.00	.00	4,900.00	500.00	64.3%
10262 5501 ENGR/INSPECT - DUES	400	400	285.00	.00	.00	115.00	71.3%
10262 5602 ENGR/INSPECT - OFC EQUI	0	0	.00	.00	.00	.00	.0%

TOWN OF CHESHIRE PROPOSED 2018-2019 BUDGET

GENERAL FUND - PUBLIC WORKS DEPARTMENT - 760

	FY 2017 Actual	FY 2018 Appropriation	FY 2018 Est Exp	FY 2019 Department Request	FY 2019 Manager Recommended	Detail	\$ Increase (Decrease)	% Increase (Decrease)
ENGINEERING & INSPECTION - 10262								
51 PERSONNEL SERVICES								
5102 PFT	\$142,731	\$144,847	\$146,739	\$148,401	\$223,068	ASSISTANT TOWN ENGINEER E-1 / ENGINEERING OPERATIONS MANAGER	\$87,689	54.00%
5105 OVERTIME	\$1,373	\$3,500	\$4,000	\$3,500	\$3,500	ENGINEERING TECHNICIAN PW-6 / ASSISTANT TOWN ENGINEER	\$3,500	0.00%
5106 SAL AWARD	\$0	\$625	\$625	\$625	\$625	ENGINEERING TECHNICIAN AWARDS	\$625	0.00%
5107 SAL ADJUST	\$632	\$2,125	\$136	\$1,988	\$5,295	SALARY ADJUSTMENT (18-19) 27TH PAYROLL ACCRUAL	\$3,829	149.18%
SUBTOTAL 51	\$144,736	\$151,097	\$151,500	\$154,514	\$232,488		\$87,591	53.87%
52 SUPPLIES & SERVICES								
5201 OFF SUPPL	\$232	\$500	\$500	\$500	\$450	PERMIT AND INSPECTION FORMS	\$450	(10.00)%
5204 PRG MAT	\$384	\$1,000	\$1,200	\$1,200	\$1,100	SURVEYORS SUPPLIES	\$1,100	10.00%
5207 PRINTING	\$218	\$300	\$250	\$300	\$300	MISCELLANEOUS MAPS	\$300	0.00%
5208 GAS & DIES	\$0	\$400	\$400	\$400	\$400	UNLEADED GASOLINE	\$400	0.00%
5209 PER SERV	\$206	\$250	\$250	\$250	\$250	SAFETY SHOES	\$250	0.00%
SUBTOTAL 52	\$1,040	\$2,450	\$2,600	\$2,650	\$2,500		\$50	2.04%
54 CONTRACTUAL SERVICES								
5401 CONSULT	\$5,585	\$33,000	\$20,000	\$20,000	\$20,000	ANNUAL STORMWATER REPORTING, SOIL SCIENTIST, GEOTECHNICAL, STRUCTURAL, SURVEYING, MAPPING	\$20,000	(33.33)%
5403 A/E MAINT	\$900	\$1,400	\$1,000	\$1,400	\$1,000	SURVEY INSTRUMENT MAINTENANCE AND CALIBRATION	\$1,200	28.57%
						PRINTER MAINTENANCE	\$200	
						TOWN MANAGER ADJUSTMENT	\$400	
SUBTOTAL 54	\$6,485	\$34,400	\$21,000	\$21,400	\$21,000		\$(3,400)	(38.95)%