

**TOWN OF WINDSOR**  
**STORMWATER MANAGEMENT PLAN**



**2017 Annual Report**

February 15, 2018

**MS4 General Permit  
Town of Windsor 2017 Annual Report  
Permit Number GSM 000066  
January 1, 2017 – December 31, 2017**

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This report documents the Town of Windsor'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**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
1-1 Implement public education and outreach	Completed	Update the Town's website with literature containing information on stormwater related topics	Give citizens access to stormwater literature	Engineering / A. Arnesen	Jul 1, 2018	12/13/2017	
1-1 Implement public education and outreach	Completed	Farmington River Watershed Association clean up	Cleaned debris along the Farmington river. Removed 75 lbs. of debris	Wetlands / T. Hazel		9/23/2017	
1-1 Implement public education and outreach	Completed	Earth Day / spring clean-up sponsored by Source to Sea	Clean CT river banks around boat launches. 15 attendees	Wetlands / T. Hazel		4/22/2017	
1-1 Implement public education and outreach	In Progress	Catch Basin tops replaced by DPW. The new tops have the phrase "Drains to Watercourse" cast on top.	Make aware where the storm drain goes	Public Works / E. Wagner		On going	
1-2 Address education/ outreach for pollutants of concern*	Completed	Pollutant = Bacteria Pet waste and waterfowl information listed on the Town's website	Educate citizens on bacteria producing pollutants	Engineering / A. Arnesen	Jul 1, 2018	12/13/2017	

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

Continue to update the Town website with educational material  
 Continue to Replace catch basin tops  
 Continue to participate in community events  
 Continue to post educational articles in the Town publication "There's a lot to do in Windsor"

**1.3 Details of activities implemented to educate the community on stormwater.**

<b>Program Element/Activity</b>	<b>Audience (and number of people reached)</b>	<b>Topic(s) covered</b>	<b>Pollutant of Concern addressed (if applicable)</b>	<b>Responsible dept. or partner org.</b>
Informational material posted on Town website	Citizens of Windsor	Pet Waste Waterfowl	Bacteria Nitrogen	Engineering
Informational material posted on Town website	Citizens of Windsor	Fertilizer	Nitrogen	Engineering
Earth Day	Citizens of Windsor	General pollutants	General	Wetlands

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

**2.1 BMP Summary**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
2-1 Comply with public notice requirements for the Stormwater Management Plan	Complete	Legal notice published. Electronic copy posted on the Town's website. Hard copies available at the Engineering department front desk in Town Hall.	Make plan available to citizens	Engineering / V. Houle	Apr 3, 2017	4/3/2017	
2-2 Comply with public notice requirements for Annual Reports	In progress	Legal notice published. Electronic copy posted on the Town's website. Hard copies available at the Engineering department front desk in Town Hall.	Make report available to citizens	Engineering / A. Arnesen	Feb 15, 2018		

2-3 Establish stormwater committee	In progress	<i>In process of identifying new committee members</i>	<i>Provide forum to coordinate SWMP implementation across depts. and commissions</i>	<i>Engineering/ A. Arnesen</i>	-	Summer 2018	<i>Reason for addition: Committee will represent town departments &amp; commissions with stake in stormwater mgmt.</i>
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**2.2 Describe any Public Involvement/Participation activities planned for the next year, if applicable.**

*Continue to collaborate with the Farmington River Watershed Association, local scouting groups, VOYA Community Service volunteers, Windsor Independent Living Association, the Rotary of Windsor and area schools on environmental-related projects and educational programs.*  
*Continue to replace catch basin tops as part of their public participation program and new stamped catch basin tops (“Drains to Watercourse”) are being added as tops are replaced over time.*  
*The Solid Waste Department plans continues to sponsor cleanups, providing safety vests, refuse collection containers and dumpsters for neighborhood and watershed associations during the Earth Day and Farmington River cleanups and other town festivals. The Town also sponsors and publicizes hazardous waste collection events.*

**2.3 Public Involvement/Participation reporting metrics**

<b>Metrics</b>	<b>Implemented</b>	<b>Date</b>	<b>Posted</b>
Availability of the Stormwater Management Plan announced to public	Yes	4/3/2017	Engineering desk / Town website
Availability of Annual Report announced to public	Yes	2/1/2018	Engineering desk / Town website

**3. Illicit Discharge Detection and Elimination (Section 6(a)(3) and Appendix B / page 22)**

**3.1 BMP Summary**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
3-1 Develop written IDDE program	<i>In progress</i>	<i>Town is in process of completing written IDDE program using</i>	<i>Develop written plan of IDDE program</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2018</i>	<i>Anticipate completing by the</i>	

		<i>the CT IDDE program template</i>				<i>deadline of July 1, 2018.</i>	
3-2 Develop list and maps of all MS4 stormwater outfalls in priority areas	<i>In progress</i>	<i>Priority areas have been identified and outfalls on the Towns GIS map have updated with attributes to discern priority</i>	<i>Locate and prioritize outfalls in areas of concern</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2019</i>		
3-3 Implement citizen reporting program	<i>Completed</i>	<i>See-Click-Fix is the towns online reporting software</i>	<i>Implement citizen reporting program</i>	<i>Engineering/ V. Houle</i>	<i>Jul 1, 2017</i>	<i>6/1/2017</i>	
3-4 Establish legal authority to prohibit illicit discharges	<i>In progress</i>	<i>Identified updates needed to comply with current plan</i>	<i>Establish legal authority</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2018</i>	<i>7/1/2018</i>	
3-5 Develop record keeping system for IDDE tracking	<i>Complete</i>	<i>Spreadsheet developed and updated as needed</i>	<i>Develop record keeping system for IDDE tracking</i>	<i>Engineering/ A. Arnesen</i>	<i>Jul 1, 2017</i>	<i>9/13/2017</i>	
3-6 Address IDDE in areas with pollutants of concern	<i>In progress</i>	<i>To follow with completion of the written IDDE</i>	<i>Mapped areas with high potential of septic system failure.</i>	<i>Engineering / A. Arnesen</i>	<i>Not specified</i>		<i>Areas with waterfowl nuisance and or pet waste</i>
3-7 Consolidate IDDE tracking spreadsheets	<i>In Progress</i>	<i>Compile all the IDDE tracking requirements into one spreadsheet</i>		<i>Engineering / A. Arnesen</i>		<i>Jul 1, 2018</i>	<i>Reason for addition: Make it easier to track all IDDE activities</i>

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

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

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

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

<i>Date of Report</i>	<i>Location / suspected source</i>	<i>Response taken</i>
N/A		

**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.**

<i>Location (Lat long/ street crossing /address and receiving water)</i>	<i>Date and duration of occurrence</i>	<i>Discharge to MS4 or surface water</i>	<i>Estimated volume discharged</i>	<i>Known or suspected cause / Responsible party</i>	<i>Corrective measures planned and completed (include dates)</i>	<i>Sampling data (if applicable)</i>
22 Lepage Road	1/6/2012	N/A	1.0	Jet Truck Hose Cleaning	Lower Jet hose line pressure	
8 Maude Circle	1/17/2012	N/A	1.0	Jet Truck Hose Cleaning	Lower Jet hose line pressure	
12 Maude Circle	1/17/2012	N/A	1.0	Jet Truck Hose Cleaning	Lower Jet hose line pressure	
20 Maude Circle	1/17/2012	N/A	1.0	Jet Truck Hose Cleaning	Lower Jet hose line pressure	
67 Giddins Avenue	1/17/2012	N/A	1.0	Jet Truck Hose Cleaning	Lower Jet hose line pressure	
560 Windsor Ave	10/20/2012	N/A	1,000.0	Debris	Sewer Crew used equipment to relieve stoppage	
35 Capen Street	1/22/2013	N/A	25.0	Debris	Sewer Crew used equipment to relieve stoppage	

879 Bloomfield Ave	3/31/2014	Yes	210.0	Collapsed Black Pipe	Sewer Crew repaired collapsed sewer
879 Bloomfield Ave	5/1/2014	No	5.0	Collapsed Black Pipe	Sewer Crew repaired collapsed sewer
38 Elm Street	12/28/2014	No	30.0	Debris	Sewer Crew cleared blockage of the main sewer
39 Rainbow Creek Drive	4/26/2015	No	<100	Debris	Sewer Crew cleared blockage of the main sewer
36 Green Manor 6 London Road	10/15/2015	No	15.0	Debris	Sewer Crew cleared blockage of the main sewer
High Path Road	10/14/2016	No	1,500.0	Grease Clog	Main sewer flushed by jet truck and stoppage relieved
34 Hayden Ave	4/6/2017	No	10.0	Debris	Main sewer flushed by jet truck and stoppage relieved

\*All SSO information provided by the MDC

\*No illicit discharge reports to date

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

Citizens may report an illicit discharge through the Town's website via "See Click Fix".  
 An IDDE tracking form is available to all trained employees and is to be used in all potential IDDE situations.  
 All discharges are then to be reported to the Engineering department for determining parties responsible and mitigation solutions.  
 A list of IDDE occurrences is maintained by the Engineering department.  
 The written IDDE manual will include more detail when completed

**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
545 Park Ave	Full repair	None Identified
60 Indian Hill Rd	Dbox repair	None Identified

248 Matianuck Ave	Full repair	None Identified
94 Pond Rd	Full repair	None Identified
195 Ethan Dr	Leach field repair	None Identified
53 Walnut Dr	Tank only	None Identified
33 Karen Cir	Full repair	None Identified
30 Chestnut Dr	Tank only	None Identified
1876 Poquonock Ave	Tank only	None Identified
22 Stonehenge Dr	Full Repair	None Identified
309 Palisado Ave	Leach field repair	None Identified

### 3.7 IDDE reporting metrics

<b>Metrics</b>	
Estimated or actual number of MS4 outfalls	577
Estimated or actual number of interconnections	unknown
Outfall mapping complete	98%
Interconnection mapping complete	0%
System-wide mapping complete (detailed MS4 infrastructure)	98%
Outfall assessment and priority ranking	90%
Dry weather screening of all High and Low priority outfalls complete	0%
Catchment investigations complete	0%
Estimated percentage of MS4 catchment area investigated	0%



**3.8 Briefly describe the IDDE training for employees involved in carrying out IDDE tasks including what type of training is provided and how often is it given (minimum once per year).**

Town staff has been educated about the illicit discharge ordinance since it was adopted in 2009. Formal training to follow the completion of the written IDDE manual once a year.

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

**4.1 BMP Summary**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
4-1 Implement, upgrade, and enforce land use regulations or other legal authority to meet requirements of MS4 general permit	<i>In progress</i>	<i>The Town's Erosion &amp; sediment Control Ordinance was enacted in 2009. It requires that an application for an Erosion &amp; Sediment Permit be submitted and approved for all land disturbing activities greater than one-half acre in size.</i>	<i>Update ordinance to comply with the MS4 general permit</i>	<i>Engineering / V. Houle</i>	<i>Jul 1, 2019</i>		
4-2 Develop/Implement plan for interdepartmental coordination in site plan review and approval	<i>Complete</i>	<i>Site plan development applications are reviewed by the Staff Development Team, which is an interdisciplinary team of town officials responsible for comprehensively reviewing all applications pending before Windsor's land use boards and commissions. The team consists of a core group of officials representing the Planning, Engineering, Building, Economic and Community Development and Health Departments as well as the Fire Marshal's Office and Town Manager's Office. It may also include the Police Department, Public Works Department and Board of Education as needed.</i>	<i>reviewed and/or approved 21 site plan/site plan revision applications.</i>	<i>Planning / A. Kenyon</i>	<i>Jul 1, 2017</i>		

4-3 Review site plans for stormwater quality concerns	Complete	<p>All site plans are reviewed for stormwater quality concerns. Specifically, the Zoning Regulations require conformance with the Town's Stormwater Management Ordinance. If a Stormwater Management Permit is required by the Stormwater Management Ordinance, evidence of an approved permit shall be a condition of approval for all zoning approvals required by the proposed development/activity. For sites that do not require a Stormwater Management Permit, Section 3.6.1 of the Zoning Regulations outlines minimum requirements that must be met.</p>	<p>reviewed and/or approved 21 site plan/site plan revision applications.</p>	<p>Planning / A. Kenyon</p>	<p>Jul 1, 2017</p>		
4-4 Conduct site inspections	Complete	<p>To obtain inspections, the applicant/permittee is responsible for notifying the Town Engineer at least two working days before the following: start of construction; completion of clearing limit demarcation; installation of sediment and erosion control measures; completion of site clearing; completion of rough grading; completion of final grading; close of construction season; completion of final landscaping; and removal of the sediment and erosion and control system. The permittee shall also make regular inspections and all inspections shall be documented in writing and submitted to the Town Engineer at the time interval specific in the approved permit. Staff is also able to enter the site to make inspections at any time they deem necessary.</p>	<p>Site inspections are conducted throughout the duration of each project</p>	<p>Planning / T. Hazel</p>	<p>Jul 1, 2017</p>		
4-5 Implement procedure to allow public comment on site development	Complete	<p>All applications may be reviewed by the public during regular business hours. Applications are also posted online on the Planning Department webpage. The public is allowed to comment on applications during the "Public Comment" portion of the Planning and Zoning Commission meeting. If a site development is associated with special use approval, a public hearing is held during which the public may comment.</p> <p>The Inland Wetlands and Watercourses Commission may also hold a public hearing on a site development application if there are</p>		<p>Planning / A. Kenyon</p>	<p>Jul 1, 2017</p>		

		wetlands on the property and it is determined there is public interest and/or a significant impact on the wetlands.					
4-6 Implement procedure to notify developers about DEEP construction stormwater permit	In progress	Developers are notified about DEEP's construction stormwater permit during the Staff Development Team meeting. The Planning Department has also developed a checklist for site development plans, which is posted online. Applicants are required to complete the checklist as part of the site plan application process; registration with DEEP is one of the items listed on the checklist. Per the checklist, "For sites larger than five acres, copy of registration, proof of registration under the CT DEP's General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities."	Update procedure to comply with the MS4 general permit	Planning / A. Kenyon	Jul 1, 2017		
<b>Additional BMP:</b> 4-7 Develop stormwater compliance checklist	In progress	Developing checklist to provide developers on stormwater mgmt compliance requirements	Standardize plan review	Planning / A. Kenyon	-	Jul 1, 2018	

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

Integrate stormwater compliance checklist into review process once completed.  
 Continue to review and update ordinances and regulations to comply with the 2016 MS4 general permit.  
 Continue interdepartmental coordination in board reviews, permitting or approval of land disturbance projects.  
 Continue administration of the Town's Erosion & Sediment Control Ordinance, permit application and requirements and site inspections.

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

**5.1 BMP Summary**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
5-1 Establish and/or update legal authority and guidelines regarding LID and runoff	In Progress	In February 2009, the Town adopted a Stormwater Management Ordinance and published a Town Stormwater Manual to	Edit and confirm the Stormwater	Engineering / V. Houle	Jul 1, 2021		

reduction in site development planning		<i>meet the Post-Construction Stormwater Runoff requirements of the 2004 General Permit.</i>	<i>Ordinance is compliant with the MS4 general permit</i>				
5-2 Enforce LID/runoff reduction requirements for development and redevelopment projects	<i>In Progress</i>	<i>Developers are required to execute an Inspection &amp; Maintenance Agreement on Windsor Land Records prior to commencing work to ensure proper function of post-construction stormwater management facilities. The Inspection &amp; Maintenance Agreement identifies the person(s) responsible and establishes a schedule for routine inspection and maintenance of all stormwater management facilities related to development.</i>	<i>Edit and confirm the Stormwater Ordinance is compliant with the MS4 general permit</i>	<i>Engineering / V. Houle</i>	<i>Jul 1, 2019</i>		
5-3 Identify retention and detention ponds in priority areas	<i>In Progress</i>	<i>The Town has begun developing a list of all structural stormwater BMPs (retention/detention ponds, swirl concentrators, oil/grit separators, water quality wetlands or swales, etc.) approved on private and municipal property.</i>	<i>List of Town owned detention basins created</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2019</i>		
5-4 Implement long-term maintenance plan for stormwater basins and treatment structures	<i>In Progress</i>	<i>The Town is creating an inspection and maintenance plan for detention and retention ponds.</i>	<i>Create an Inspection and maintenance plan</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2019</i>		
5-5 DCIA mapping	<i>In Progress</i>	<i>Windsor will follow guidance provided by DEEP and UConn CLEAR to calculate the DCIA that contributes stormwater runoff to each of its MS4 outfalls.</i>	<i>DCIA coverage map updated as necessary</i>	<i>Engineering / A. Arnesen</i>	<i>Jul 1, 2020</i>		
5-6 Address post-construction issues in areas with pollutants of concern	<i>In Progress</i>	<i>For areas contributing to waters where Nitrogen, Phosphorus or Bacteria is a Stormwater Pollutant of Concern and erosion or sedimentation problems are found during the annual inspections conducted under the long-term maintenance plan, Windsor will prioritize those areas for the DCIA retrofit program under Minimum Control Measure 6</i>		<i>Planning / T. Hazel</i>	<i>Not specified</i>		

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

Create a plan to maintain highest priority retention ponds.  
 Update the Stormwater Ordinance manual.  
 Continue tracking DCIA reduction  
 Continue calculating DCIA

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

<b>Metrics</b>	
<i>Baseline (2012) Directly Connected Impervious Area (DCIA)</i>	<i>7330.1 acres (Impervious cover)</i>
<i>DCIA disconnected (redevelopment plus retrofits)</i>	
<i>Retrofits completed</i>	
<i>DCIA disconnected</i>	
<i>Estimated cost of retrofits</i>	
<i>Detention or retention ponds identified</i>	<i>33 Town owned</i>

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

The Engineering department will implement the NEMO suggested DCIA estimate based on development density in each basin. The method is described on the Uconn MS4 Stormwater webpage.

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

**6.1 BMP Summary**

<b>BMP</b>	<b>Status</b>	<b>Activities in current reporting period</b>	<b>Measurable goal</b>	<b>Department / Person Responsible</b>	<b>Due</b>	<b>Date completed or projected completion date</b>	<b>Additional details</b>
6-1 Develop/implement formal employee training program	<i>In progress</i>	<i>A formal training program will be established with the completion of the written IDDE manual</i>		<i>Engineering</i>	<i>Jul 1, 2017</i>		

6-2 Implement MS4 property and operations maintenance	<i>Complete</i>	<i>Municipally-owned or operated properties, parks, and other facilities will be maintained so as to minimize the discharge of pollutants to the MS4.</i>		<i>Public Works</i>	<i>Jul 1, 2018</i>		
6-3 Implement coordination with interconnected MS4s	<i>In progress</i>	<i>Windsor will continue to coordinate with operators of interconnected MS4s (such as neighboring municipalities, institutions and DOT) regarding the contribution of potential pollutants from the storm sewer systems, contributing land use areas and stormwater control measures in the respective MS4s</i>		<i>Engineering</i>	<i>Not specified</i>		
6-4 Develop/implement program to control other sources of pollutants to the MS4	<i>In progress</i>	<i>Windsor will control the contribution of pollutants to its MS4 from commercial, industrial, municipal, institutional or other facilities, not otherwise authorized by a CTDEEP stormwater permit, through its IDDE and water quality monitoring programs and regulatory mechanisms</i>		<i>Engineering / Wetlands</i>	<i>Not specified</i>		
6-5 Evaluate additional measures for discharges to impaired waters*		<i>On municipally-owned or -operated lands with a high potential to contribute bacteria to Mill Brook and the CT river, Windsor will develop, implement, prioritize, and evaluate potential funding sources for a retrofit or source management program to correct the problem(s).</i>	<i>Windsor will prohibit the feeding of geese or waterfowl and implement a program to manage geese and waterfowl populations</i>	<i>Engineering / Wetlands</i>	<i>Not specified</i>		
6-6 Track projects that disconnect DCIA	<i>In progress</i>	<i>Windsor will annually track the total acreage of DCIA that is disconnected from the MS4 as a result of redevelopment or retrofit projects within the town. For each retrofit/redevelopment project, Windsor will document the amount of existing DCIA that is disconnected. Windsor's goal is to reduce 1% of its total DCIA acreage per year to the maximum extent possible. Windsor may take credit for DCIA disconnections that occurred since July 1, 2012 towards meeting this goal. Windsor will revise its DCIA estimate as development, redevelopment, or retrofit projects effectively add or remove DCIA. Progress on this task will be documented in each annual report until completion.</i>	<i>Once Town wide DCIA is established; reductions will be calculated</i>	<i>Planning / A. Kenyon</i>	<i>Jul 1, 2017</i>		

6-7 Implement infrastructure repair/rehab program		<i>Windsor will continue its program to identify MS4 structures to repair, rehabilitate, or upgrade to reduce or eliminate the discharge of pollutants into waterbodies. This program will be responsive to new information on outfalls discharging pollutants, impaired waters, inspections, or observations made under the IDDE section of this Plan.</i>		<i>Stormwater Committee</i>	<i>Jul 1, 2021</i>		
6-8 Develop/implement plan to identify/prioritize retrofit projects		<i>Windsor will develop a Retrofit Plan to identify and prioritize potential DCIA disconnection projects. Prioritization will be based on several factors, including whether the project lies within a Priority Area.</i>		<i>Stormwater Committee</i>	<i>Jul 1, 2020</i>		
6-9 Implement retrofit projects to disconnect 2% of DCIA		<i>Windsor will develop a Retrofit Plan to identify and prioritize potential DCIA disconnection projects. Prioritization will be based on several factors, including whether the project lies within a Priority Area.</i>		<i>Stormwater Committee</i>	<i>Jul 1, 2022</i>		
6-10 Develop/implement street sweeping program	<i>In Progress</i>	<i>Town wide street sweeping conducted every spring. Record keeping and statistics in progress</i>	<i>Develop and implement street sweeping program</i>	<i>Public Works / E. Wagner</i>	<i>Jul 1, 2017</i>	<i>7/1/2017</i>	
6-11 Develop/implement catch basin cleaning program	<i>In progress</i>	<i>Windsor will continue to inspect and clean (as necessary) catch basins regularly. Windsor will optimize routine cleaning frequencies for particular structures or catchment areas to maintain acceptable sediment removal efficiencies</i>	<i>Document inspections. Establish a schedule. Clean out any basin over 50% full</i>	<i>Public Works / E. Wagner</i>	<i>Jul 1, 2020</i>	<i>9/13/2017</i>	
6-12 Develop/implement snow management practices	<i>In progress</i>	<i>Windsor will implement standard operating practices regarding snow and ice control to minimize the discharge of sand, anti-icing or de-icing chemicals and other pollutants (while maintaining public safety).</i>	<i>Provide training for municipal employees on winter roadway maintenance procedures.</i>	<i>Public works / E. Wagner</i>	<i>Jul 1, 2018</i>		

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

Continue Pet waste and waterfowl management. Evaluate municipal building and facilities for potential hazards. Continue to monitor and vehicles and equipment for leaks. Continue leaf pick up, pavement sweeping and catch basin cleaning. Continue to monitor deicing management.

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

<b>Metrics</b>	
Employee training provided for key staff	04/04/2017
<b>Street sweeping</b>	
Curb miles swept	149
Volume of material collected	429 cy
<b>Catch basin cleaning</b>	
Total catch basins in priority areas	1320
Total catch basins in MS4	4776
Catch basins inspected	1997
Catch basins cleaned	1997
Mass of material removed from all catch basins	699.76 tons
Volume removed from catch basins to impaired waters (if known)	Unknown
<b>Snow management</b>	
Type(s) of deicing material used	Salt Treated / Untreated
Total amount of each deicing material applied	1223 / 1580 tons
Type(s) of deicing equipment used	Truck mounted spreader, broadcasters and by hand
Lane-miles treated	149
Snow disposal location	N/A
Staff training provided on application methods & equipment	11/27/2017
<b>Municipal turf management program actions (for permittee properties in basins with N/P impairments)</b>	
Reduction in application of fertilizers (since start of permit)	N/A
Reduction in turf area (since start of permit)	Unknown
<b>Lands with high potential to contribute bacteria (dog parks, parks with open water, &amp; sites with failing septic systems)</b>	
Cost of mitigation actions/retrofits	Dog waste baggies \$2000 (Not including donations)



#### 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]*

*Windsor has developed a cleaning schedule that covers all municipally-owned catch basins every 3 years. Inspections will be documented through the use of a catch basin inspection form. Prioritize inspection and maintenance for municipally-owned catch basins located near impaired waters and construction activities (roadway construction, residential, commercial, or industrial development or redevelopment). Windsor will clean catch basins in such areas more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings. If a catch basin sump is more than fifty (50) percent full during two consecutive routine inspections/cleaning events, Windsor will document that finding, investigate the contributing drainage area for sources of excessive sediment loading, and to the maximum extent practicable, abate contributing sources.*

#### 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.]*

*Windsor will develop a Retrofit Plan to identify and prioritize potential DCIA disconnection projects. Prioritization will be based on several factors, including whether the project lies within a Priority Area. The Plan will include a process to identify and prioritize retrofit projects, a rationale for the selection of projects to be implemented, and the total acres of DCIA to be disconnected upon implementation*

*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.]*

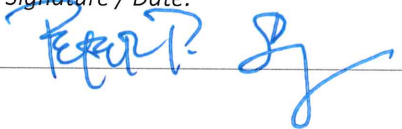

*Written retrofit program in progress*

*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.]*

*Written retrofit program in progress*

**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: PETER P. SOUZA	Print name: Andrew Arnesen
Signature / Date:  2/14/18	Signature / Date:  2/14/18