

To: Transportation Committee
From: Rob Aloise, Principal Transportation Engineer
Date: February 2, 2018
c: Jennifer Carrier, Director of Transportation Planning
Subject: MS4 Annual Report template

UConn's Center for Land Use Education and Research (CLEAR) has posted the MS4 Annual Report templates to the MS4 listserv and they're also linked on UConn's MS4 website. UConn has indicated that DEEP strongly encourages towns to use the templates but will accept other Annual Report formats as long as they include all the required information. In terms of notifying towns about the template - there are 80 municipalities with a staff member subscribed to the MS4 listserv out of 121 total MS4 municipalities, and therefore not all MS4 towns may be aware of this resource.

For additional assistance, please contact Amanda Ryan, Municipal Stormwater Educator for CLEAR at 860-345-5231 and/or visit UConn's MS4 website at:

<http://nemo.uconn.edu/ms4/implement/reports.htm> (screenshot shown below)

The screenshot shows the UConn NEMO website. The header includes the UConn logo and 'UNIVERSITY OF CONNECTICUT'. Below that is the 'CENTER FOR LAND USE EDUCATION AND RESEARCH & CT NEMO' and the 'Connecticut MS4 Guide' title. A navigation menu includes 'Home', 'Basics', 'SWM Plan', 'Implementation', 'Tools', 'About', 'MS4 News', 'FAQs', 'NEMO', and 'CLEAR'. The main content area is titled 'Implementation' and 'Annual Reports'. It explains that each MS4 must submit an Annual Report and provides two download links: one for existing permittees and one for new permittees. A 'Submission timeline' section lists three steps: 1. Notify the public by January 31st, 2. Post the report to town hall by February 15th, and 3. Submit the report to DEEP by April 1st.