

**Year 6 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2023-June 30, 2024**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2023 and June 30, 2024 unless otherwise requested.*

## **Part I: Contact Information**

Name of Municipality or Organization: Town of Webster

EPA NPDES Permit Number: MAR041170

### **Primary MS4 Program Manager Contact Information**

Name: Kenneth Pizzetti

Title: Highway Superintendent

Street Address Line 1: 23 Cudworth Road

Street Address Line 2:

City: Webster

State: MA

Zip Code: 01570

Email: kpizzetti@webster-ma.gov

Phone Number: (508) 949-3862

### **Stormwater Management Program (SWMP) Information**

SWMP Location (publicly available web address): <https://www.webster-ma.gov/925/Stormwater-Management-in-Webster>

Date SWMP was Last Updated: October 2023

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

### Impairment(s)

<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			

### TMDL(s)

<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input checked="" type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully. If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following publicly available website: \_\_\_\_\_
- Updated system map due in year 10 with information from completed catchment investigations
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town's Municipal Good Housekeeping and Pollution Prevention Program includes maintenance procedures for Town facilities and MS4 infrastructure, which are implemented to the maximum extent practicable. Maintenance was performed as needed for MS4 infrastructure in Permit Year 6.

## **Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)**

### Annual Requirements

#### *Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
  - This is not applicable because there are no septic systems present

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Due to staff turnover, the Town Clerk position did not disseminate educational material to dog owners during Permit Year 6. However, a Think Blue Massachusetts brochure entitled "Do Your 'Doody' for Clean Water", which highlights proper management of pet waste, is included on the Town's Stormwater Management webpage and is readily available to residents. The new Town Clerk will print brochures to have on hand when residents apply for a dog license in Permit Year 6.

## **Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)**

### Annual Requirements

#### *Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)

#### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

#### *Structural BMPs*

Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

Underground infiltration system and 2 detention basins. Public signage/education in progress.

Any structural BMPs listed in Attachment 3 to Appendix F already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated

consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP, and the estimated nitrogen removed in mass per year by the BMP were documented.

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs: 82.6

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town's Retrofit Assessment and Nitrogen Source Identification Report was submitted with the Permit Year 5 Annual Report, which included BMP list, implementation schedule, and nitrogen removal estimates. Bartlett High School was renovated in Permit Year 6 which included installation of an underground infiltration system, 2 detention basins, and water quality units. The underground infiltration system and detention basins' nitrogen removal has been calculated, please see attached summary table.

Leaf litter messaging: The Town recently updated their website and posts are planned to begin within Permit Year 7 to disseminate additional seasonal education to residents.

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*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:



## Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

The Town's NOI listed receiving waters and impairments based on the water quality limited waters in the 2014 303(d) Integrated List. The Town evaluated changes to the impairments and/or receiving waters based on the final 2016 303(d) Integrated List and the analysis was included in the Town's Permit Year 2 Annual Report and is available in the SWMP. The Town evaluated changes to the impairments and/or receiving waters based on the final 2018/2020 303(d) Integrated List and the analysis was included in the Town's Permit Year 4 Annual Report and is available in the SWMP. In Permit Year 5, the Town evaluated any changes to the impairments and/or receiving waters based on the final 2022 303(d) List and included the analysis in the Permit Year 5 Annual Report and is available in the SWMP. The changes described do not add, remove, or change any receiving waters.

During Permit Year 6, the following updates were made to the Town's outfall inventory:

- 1 outfall was added when it was discovered in the field during catchment investigations;
- 3 outfalls were added back into the inventory when it was discovered they were incorrectly removed in a previous permit year;
- 15 outfalls were removed as they were found to not exist, were misclassified stormwater assets (BMP inlets), or privately owned.

These modifications do not add, remove, or change any receiving waters.

## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed during this reporting period: 5

*Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

#### **BMP: Public Education and Outreach to Residents (Stormwater Management Website)**

Message Description and Distribution Method:

The Town's Stormwater webpage contains links to the following key documents under their stormwater management plan:

- The Town's Stormwater Management Game Plan
- The Town's Stormwater Management Plan
- The Town's Stormwater Management By-Law
- The Town's Stormwater Permit Application
- The Town's Wetlands Protection By-Law
- Annual Reports (Years 1-5)

Under the "Learn More" tab, the webpage also includes infographics titled:

- "Do Your Doody for Clean Water"

Elsewhere on the page is more public education and informational materials for residents:

- "The Scoop on Stormwater" (An EPA video)
- Small articles entitled "What is Stormwater?", "Why Stormwater Management?", and "Stormwater and Wastewater Are Not the Same!"
- "After the Storm - A Citizen's Guide to Understanding Stormwater"
- "MassDEP Stormwater Information"
- "FEMA for Kids"
- "EPA Environmental Kids Club"
- "NOAA for Kids - The Ocean"

Targeted Audience: Residents

Responsible Department/Parties: Planning

Measurable Goal(s):

All visitors to the webpage are able to view and download these educational materials. The Town's website was recently updated, the following visitor counts were obtained:

January 2024 to June 2024 - 159 visitors

Message Date(s): Ongoing

Message Completed for:    Appendix F Requirements     Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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**BMP:Public Education and Outreach to Businesses (Stormwater Management Website)**

Message Description and Distribution Method:

The Town's Stormwater webpage contains links to the following educational materials tailored to businesses under their stormwater management plan:

- "Put Waste in its Place"
- "One Parking Lot at a Time"
- "Gas, Oil and Grease...Oh My!"

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Planning

Measurable Goal(s):

All visitors to the webpage are able to view and download these educational materials. The Town's website was recently updated, the following visitor counts were obtained:

January 2024 to June 2024 - 159 visitors

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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**BMP:Public Education and Outreach to Developers (Stormwater Management Website)**

Message Description and Distribution Method:

The Town's Stormwater webpage contains links to the following educational materials tailored to developers under their stormwater management plan:

- "Stop Erosion in its Tracks"
- "Plan Ahead...Prevent Pollution"

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning

Measurable Goal(s):

All visitors to the webpage are able to view and download these educational materials. The Town's website was recently updated, the following visitor counts were obtained:

January 2024 to June 2024 - 159 visitors

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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### **BMP: Public Education and Outreach to Industrial Facilities (Stormwater Management Website)**

Message Description and Distribution Method:

The Town's Stormwater webpage contains links to the following educational materials tailored to industrial facilities under their stormwater management plan:

- "Put Hazards in Their Place"
- "Know the Drill for Spills"
- "Gas, Oil and Grease...Oh My!"

Targeted Audience: Industrial facilities

Responsible Department/Parties: Planning

Measurable Goal(s):

All visitors to the webpage are able to view and download these educational materials. The Town's website was recently updated, the following visitor counts were obtained:

January 2024 to June 2024 - 159 visitors

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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### **BMP: Public Education and Outreach to Residents (Health Department Webpage)**

Message Description and Distribution Method:

The Town's Health Department has a link to the EPA's "SepticSmart" webpage, with informational material on septic systems and proper maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

All visitors to the webpage are able to follow the link to the educational materials. The Town's website was recently updated, the following visitor counts were obtained:

January 2023 to December 2023 - 942 visitors

January 2024 to September 2024 - 468 visitors

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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[Add an Educational Message](#)

## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period**:

The Town's SWMP was posted on the Town's website and is available for public review. Comments can be provided via phone call or through a linked Department Contact Form.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period**: The Town's annual Earth Day Clean-Up was held on April 27, 2024 where they collect trash in a 30-yard dumpster for disposal.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.*

Number of SSOs identified: 0

Number of SSOs removed: 0

**MS4 System Mapping**

Percent of Phase II map complete: 19

*Optional:* Provide additional status information regarding your map:

The Town's mapping includes layers for outfalls, pipes, manholes, catch basins, and catchment delineations. The percent of Phase II mapping complete is a conservative estimate based on the number of catchment investigations completed to date since system mapping has been confirmed as catchment investigations have been completed.

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available website:

*Below, report on the number of outfalls/interconnections screened during this reporting period.*

Number of outfalls screened: 2

*Below, report on the percent of outfalls/interconnections screened to date.*

Percent of outfalls screened: 99

*Optional:* Provide additional information regarding your outfall/interconnection screening:

As catchment investigation fieldwork was completed, new outfalls were discovered and dry weather screening will be completed in Permit Year 7.

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period: 46

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated: 19

*Optional:* Provide any additional information for clarity regarding the catchment investigations below:

## IDDE Progress

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

## Employee Training

Describe the frequency and type of employee training conducted **during this reporting period**:

Monthly meetings are held with all Highway Department staff that review safety and road work precautions, as well as identifying illicit discharges at stormwater outfalls, and catch basin cleanings.

**MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed: 73

Number of inspections completed: 89

Number of enforcement actions taken: 12

*Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:*

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3): October 2012

Website of ordinance or regulatory mechanism: <https://ecode360.com/28392684>

**As-built Drawings**

*Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received: 16

*Optional: Enter any additional information relevant to the submission of as-built drawings:*

**Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

N/A - Proposed recommendations are not due until future permit years.

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

N/A - Proposed recommendations are not due until future permit years.

### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

Public Safety Complex/Fire  
Highway and Transfer Station  
William S. Slater Playground & Lassie League Field  
Emergency Medical Services  
Memorial Park / Memorial Athletic Fields

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

Bartlett High School - The existing high school was renovated, which included removal of excess square footage (overall square footage of the building was reduced by creating new courtyards). The work included a new parking layout and new utilities, which consisted of stormwater management infrastructure improvements and reconfiguration. This added water quality units, an underground infiltration system and 2 detention basins.

## MCM6: Good Housekeeping

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected: 50

Number of catch basins cleaned: 50

Total volume or mass of material removed from all catch basins: 27

cubic yards

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins: 2,321

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Catch basins are inspected when they are cleaned. Additional catch basins were inspected throughout the year during construction and to ensure they were functioning.

### **Street Sweeping**

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

Number of miles cleaned: 50

Volume of material removed: [Select Units]

Weight of material removed: [Select Units]

### **Stormwater Pollution Prevention Plan (SWPPP)**

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed: 4

Describe any corrective actions taken at a facility with a SWPPP:

N/A

## Additional Information

### Monitoring or Study Results

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following publicly available website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

### Additional Information

Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above.

## Year 7

### Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete investigations of catchments associated with Problem Outfalls
- Complete investigations of catchments where any information gathered on the outfall/interconnection identifies sewer input

#### Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 7 below:

The Town acknowledges the General Permit Year 7 requirements and will complete as many activities as possible based on funding and staff availability.

## Part V: Certification of Small MS4 Annual Report 2024

### **40 CFR 144.32(d) Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Richard LaFond

Title: Town Adminstrator

Signature: 

Date: 9/19/24

*[Signatory may be a duly authorized representative]*