

**Municipality/Organization: Town of Westborough**

**EPA NPDES Permit Number: MAR041173**

**MA DEP Transmittal Number: W080016**

**Annual Report No & Report Period: No. 3 March 05-March 06**

**NPDES PII Small MS4 General Permit**

**Annual Report**

**Part I. General Information:**

Contact Person: John M. Walden, Manager, Department of Public Works,

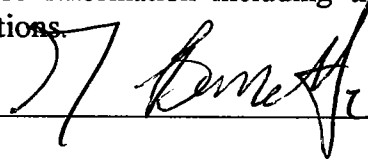
Telephone #: (508) 366-3070

Email: [jwalden@town.westborough.ma.us](mailto:jwalden@town.westborough.ma.us)

**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, 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.

Signature: \_\_\_\_\_



Printed Name: George Barrette

Title: Board of Selectmen

Date: April 27, 2006

## **1.0 INTRODUCTION AND BACKGROUND:**

In 1990, The United States Environmental Protection Agency (EPA) began implementing a storm water management program under the National Pollutant Discharge Elimination System (NPDES). This program, know as Phase I of the NPDES storm water program, was intended to reduce pollution in storm water discharges for large urban areas with population of 100,000 or greater.

On December 1999, the Phase II Rule of the NPDES storm water program was published to address Municipal Separate Storm Sewer Systems (MS4s) within urban areas of populations less than 100,000 that were not addressed under the Phase I program. Objectives of the Phase II rule is for the MS4s to develop, implement and enforce a storm water program designed to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

On May 1, 2003, the EPA issued the General Permit for Storm Water Discharges from MS4s. The general permit requires that the storm water program for each MS4 submit an annual evaluation. The following report contains information regarding the activities on the storm water program for the previous calendar year. The report contains the information required in the general permit as follows: (a) Self- Assessment Review of Compliance with the Permit Conditions; (b) Assessment of the Appropriateness of the selected BMPS; (c) Assessment of the Program towards Achieving the Measurable Goals; (d) Summary of the Results of Any Information that has been Collected and Analyzed; (e) Discussion of Activities for the Next Reporting Cycle; (f) Discussion of any Changes in Identified BMPs or Measurable Goal; and (g) Reference any Reliance on another Entity for Achieving any Measurable Goal.

The Town of Westborough filed the NPDES Phase II Storm Water Management Plan in March 2003. The Town submitted the Annual Report for year one on May 4, 2004.

## **2.0 SELF-ASSESSMENT REVIEW OF COMPLIANCE WITH THE PERMIT CONDITIONS:**

### **Part I.B.2.e.**

The Town was notified in permit year two that the letter from U.S. Fish and Wildlife Service was not received. The Town obtained a letter from the U.S. Fish and Wildlife Service on May 12, 2005.

### **Part I.B.2.g**

The Town was notified in permit year two that the letter from Mass Historic Commission was not received. The Town will continue to pursue obtaining a reply for submittal.

### **Part II.B.1.a.**

Approximately sixty five storm drains were stenciled on roadways which discharge to the Assabet River. The stenciling was performed by volūnteers in April 2005.

### **3.0 ASSESSMENT OF THE APPROPRIATENESS OF THE SELECTED BMPS:**

The Best Management Practices (BMPs) selected for the storm water program appear to be appropriate. The Town has not been able to meet the schedule on some of the BMPs due to budgetary, manpower constraints, and change in staff. It is planned to perform them this year if those same constraints allow. We believe that we are still ahead of schedule on mapping our storm water system. We are also working to replace staff so that we will be able to meet our commitments.

### **4.0 SUMMARY OF MINIMUM CONTROL MEASURES:**

Attached is a copy of our implementation schedule as included with our NOI as modified to reflect our progress in year three and the planned activities in year four. The Board of Selectmen decided not to have a committee oversee the program, but to utilize current staff in lieu thereof.



Enter your transmittal number

W080016

Transmittal Number

Your unique Transmittal Number can be accessed online: <http://www.mass.gov/dep/counter/trasmfrm.shtml> or call DEP's InfoLine at 617-338-2255 or 800-462-0444 (from 508, 781, and 978 area codes).

## Massachusetts Department of Environmental Protection Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.

3. Three copies of this form will be needed.

Copy 1 - the original must accompany your permit application. Copy 2 must accompany your fee payment. Copy 3 should be retained for your records

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to:

DEP  
P.O. Box 4062  
Boston, MA  
02211

\* Note:  
For BWSC Permits,  
enter the LSP.

### A. Permit Information

1. Permit Code: 7 or 8 character code from permit instructions  
NPDES Phase 3 Permit Annual Report

2. Name of Permit Category

3. Type of Project or Activity

### B. Applicant Information – Firm or Individual

Town of Westborough

1. Name of Firm - Or, if party needing this approval is an individual enter name below:  
Goldblatt Lydia

2. Last Name of Individual Chairman, Board of Selectmen, Town Hall

3. First Name of Individual

4. MI

5. Street Address Westborough MA 01581 508 366-3076

6. City/Town 7. State 8. Zip Code 9. Telephone # 10. Ext. #

11. Contact Person John M. Walden

12. e-mail address (optional) [jwalden@town.westborough.ma.us](mailto:jwalden@town.westborough.ma.us)

### C. Facility, Site or Individual Requiring Approval

1. Name of Facility, Site Or Individual

2. Street Address

3. City/Town 4. State 5. Zip Code 6. Telephone # 7. Ext. #

8. DEP Facility Number (if Known) 9. Federal I.D. Number (if Known) 10. BWSC Tracking # (if Known)

### D. Application Prepared by (if different from Section B)\*

1. Name of Firm Or Individual

2. Address

3. City/Town 4. State 5. Zip Code 6. Telephone # 7. Ext. #

8. Contact Person 9. LSP Number (BWSC Permits only)

### E. Permit - Project Coordination

1. Is this project subject to MEPA review?  yes  no  
If yes, enter the project's EOE file number - assigned when an Environmental Notification Form is submitted to the MEPA unit:

EOEA File Number

### F. Amount Due

#### Special Provisions:

- Fee Exempt (city, town or municipal housing authority)(state agency if fee is \$100 or less).  
*There are no fee exemptions for BWSC permits, regardless of applicant status.*
- Hardship Request - payment extensions according to 310 CMR 4.04(3)(c).
- Alternative Schedule Project (according to 310 CMR 4.05 and 4.10).
- Homeowner (according to 310 CMR 4.02).

DEP Use Only

Permit No:

Rec'd Date:

Reviewer:

Check Number

Dollar Amount

Date

**TABLE 5.1.1  
TOWN OF WESTBOROUGH, MASSACHUSETTS  
NPDES PHASE II  
STORM WATER MANAGEMENT PLAN  
BEST MANAGEMENT PRACTICES (BMPs)**

**PUBLIC EDUCATION AND OUTREACH**

<b>ID</b>	<b>BMP CATEGORY</b>	<b>BMP</b>	<b>DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP</b>	<b>MEASURABLE GOALS</b>	<b>PROGRESS ON GOAL PERMIT YEAR 3</b>	<b>PLANNED ACTIVITIES PERMIT YEAR 4</b>
5.1.1	Homeowners	Mail educational flyer with stormwater survey	SuAsCo Council and DPW	Flyer distribution. Compile and evaluate survey results	Completed	
5.1.2	Students	Teach stormwater lessons to fifth grader students	SuAsCo Council and DPW	Prepare and implement lesson	Lesson delivered to fifth grade teachers December 2005	
5.1.3	Businesses	Mail educational flyer with stormwater survey	SuAsCo Council and DPW	Flyer distribution Logo Display	Flyer not prepared. Goal moved to year 4	Prepare flyer and distribute to businesses. Provide logo to applicable businesses for display.
5.1.4	General Public	Hold a stormwater media campaign Show a stormwater video on a local cable station	SuAsCo Council and DPW SuAsCo Council and DPW	4 press releases Develop and air stormwater video	Prepare four press releases.	Year 5

**PUBLIC PARTICIPATION AND INVOLVEMENT**

<b>ID</b>	<b>BMP CATEGORY</b>	<b>BMP</b>	<b>DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP</b>	<b>MEASURABLE GOALS</b>	<b>PROGRESS ON GOAL PERMIT YEAR</b>	<b>PLANNED ACTIVITIES PERMIT YEAR</b>
5.2.1	Homeowners	Circulate stormwater traveling display	SuAsCo Council and DPW	Develop display Feature at 3 locations		Continue to display
5.2.2	Students	Poster contest for fifth graders Photo contest for high school students	SuAsCo Council and DPW SuAsCo Council and DPW	Hold poster contest Hold photo contest, judge and display entries	Contest rules prepared	Hold Poster Contest Create contest rules, hold contest
5.2.3	General Public	Hold a local stormwater summit Hold a watershed-wide stormwater summit	SuAsCo Council and DPW SuAsCo Council and DPW	Advertise and hold summit Advertise and hold summit	Summit held @ Unitarian Church February 2006	Completed Year 5

**ILLCIT DISCHARGE DETECTION AND ELIMINATION**

<b>ID</b>	<b>BMP CATEGORY</b>	<b>BMP</b>	<b>DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP</b>	<b>MEASURABLE GOALS</b>	<b>PROGRESS ON GOAL(S) PERMIT YEAR</b>	<b>PLANNED ACTIVITIES PERMIT YEAR</b>
5.3.1	Stormwater system mapping	Map outfalls  Map pipes manholes and catch basins	DPW  DPW	Prioritize outfalls. Percentage of total outfalls mapped per year  Prioritize areas. Percentage of total system	GPS location of known outfalls complete  Located 95% of structures. At least 50% of system mapped	Complete GPS location of outfalls  Complete location of structures. Complete mapping of system.
5.3.2	Regulatory Mechanism	Map structural BMPs (i.e. detention basins, water quality inlets, etc)  Develop a bylaw prohibiting non storm water discharges into storm sewer system	DPW and/or Board of Health  DPW and/or Board of Health	Formation of a technical committee and annual review of program. Development of a bylaw	No action taken due to time constraints  No action taken due to time constraints	Develop goals and draft bylaw  Develop goals and draft procedures

ID	BMP CATEGORY	BMP	DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP	MEASURABLE GOALS	PROGRESS ON GOAL(S) PERMIT YEAR	PLANNED ACTIVITIES PERMIT YEAR
5.3.3	Illicit Discharge Detection and Elimination Plan	Identify areas likely to have illicit discharges  Develop and implement a plan to detect and address illicit discharges	DPW  DPW	Develop record keeping. Prioritize outfalls. Percentage of outfalls inspected  Plan Completion	Remaining outfalls inspected Inspected about 90%+ of prepared outfalls  Suspect outfalls inspected no illicit discharges found to date	Continue to inspect outfalls on an annual basis  Develop goals of plan to eliminate discharge found when they are found  Identify Inspector
5.3.4	Post removal evaluation and reporting	Implement illicit discharge detection and elimination inspection  Implement a program to evaluate and report on conditions after illicit connections have been removed	DPW	Annual Report	No illicit discharges found to date	Years 4 and 5



**CONSTRUCTION SITE RUNOFF CONTROL**

<b>ID</b>	<b>BMP CATEGORY</b>	<b>BMP</b>	<b>DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP</b>	<b>MEASURABLE GOALS</b>	<b>PROGRESS ON GOAL(S) PERMIT YEAR</b>	<b>PLANNED ACTIVITIES PERMIT YEAR</b>
5.4.1	Regulatory Mechanism	Develop and implement a bylaw regulating erosion and sediment control for construction sites utilizing appropriate BMPs	DPW and Planning Department	Formation of a technical committee and annual review of program. Development of a bylaw	No action taken due to time constraints	Develop goals and draft bylaw
5.4.2	Site Plan Review Procedures	Implement pre-construction review of storm water control plan for proposed construction site	DPW and Planning Department	Identify and train staff Review each project	No action taken due to time constraints	Identify and train staff
5.4.3	Site Inspection and Enforcement Procedures	Conduct construction site inspections	DPW	Identify and train staff Review each project	No action taken due to time constraints	Identify and train staff
		Develop a procedure for handling reports of non-compliance	DPW	Development of procedure	No action taken due to time constraints	Draft procedure

**POST-CONSTRUCTION RUNOFF CONTROL**

<b>ID</b>	<b>BMP CATEGORY IN NOTICE OF INTENT (NOI)</b>	<b>BMP</b>	<b>DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP</b>	<b>MEASURABLE GOALS</b>	<b>PROGRESS ON GOAL(S) PERMIT YEAR 3</b>	<b>PLANNED ACTIVITIES PERMIT YEAR 4</b>
<b>5.5.1</b>	Regulatory Mechanism	Develop and implement a bylaw regulating controls for post construction runoff utilizing appropriate BMPs	DPW and Planning Department	Formation of a technical committee and annual review of program. Development of a bylaw	Receive sample by laws, no further action taken due to time constraints	Develop goals and draft bylaw
<b>5.5.2</b>	Plan Review of BMP Designs	Implement preconstruction review of BMPs for conformance with regulations	DPW and Planning Department	Identify and train staff. Review each project	No action taken due to time constraints	Identify and train staff
<b>5.5.3</b>	Site Inspection/Enforcement Procedures	During construction, inspect for assurance that BMPs are compliant	DPW	Identify and train staff. Inspect each project.	No action taken due to time constraints	Identify and train staff
<b>5.5.4</b>	Operation and Maintenance Procedures for Structural BMPs	Develop operation and maintenance procedures for structural BMPs	DPW	Development of procedure	No action taken due to time constraints	Draft Procedure

**POLLUTION PREVENTION/GOOD HOUSEKEEPING**

ID	BMP CATEGORY	BMP	DEPARTMENT RESPONSIBLE FOR IMPLEMENTING BMP	MEASURABLE GOALS	PROGRESS ON GOAL(S) PERMIT YEAR	PLANNED ACTIVITIES PERMIT YEAR
5.6.1	Employee training Program	Implement employee training	DPW	Develop goals. Develop program. Annually conduct training	Employee training is ongoing in concert with other similar programs	Continue training program
5.6.2	Stormwater System Operation and Maintenance	Enhance the existing storm sewer system and catch basin cleaning	DPW	Implement schedule. Strengthen record tracking. Clean all catch basins twice per year	Maintain record keeping procedures	Continue to maintain record keeping procedures
5.6.3	Parks and Open Space	Structural BMP inspection and maintenance program	DPW	Develop and implement record keeping. Annually inspect and clean all BMPs once per year.	Structures cleaned as budget and man hour constraints allow	Continue to implement program
		Develop and implement a management program for fertilizer and pesticide application	Parks Department	Annually summarize applications	Implement Management Program	

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5.6.4	Municipal Vehicle Maintenance and Repair	Review maintenance and repair programs for municipal vehicles	DPW	Review every two years	Evaluated operations and made improvements	Continue to evaluate operations and make improvements
5.6.5	Municipal Roads	Enhance street sweeping operations	DPW	Strengthen record tracking system. Evaluate increasing frequency in urban areas. If applicable, increase frequency.	Evaluated record keeping and modified as necessary	Continue to evaluate and strengthen record keeping.

**TOWN OF WESTBOROUGH  
MASSACHUSETTS**



131 OAK STREET  
WESTBOROUGH, MA 01581-3317  
TEL. (508) 366-3070  
FAX 366-3074

Dennis Cote, Operations Manager  
Joan Provost, Business Administrator

DEPARTMENT OF PUBLIC WORKS  
John M. Walden, Manager  
Edward Wagner, Assistant Manager  
Carl J. Balduf, P.E., P.L.S., Town Engineer

April 27, 2006

U.S. Environmental Protection Agency  
Water Technical Unit  
PO Box 8127  
Boston, MA 02114

**RE: NPDES PII Small MS4 General Permit  
EPA NPDES Permit No MAR 041173**

Dear Sir/Madam:

Enclosed is the Annual Report for Permit Year Three.

If you have any questions, please call me at (508) 366-3070.

Sincerely,

John M. Walden  
Manager

Department of Public Works

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