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W-3893-3-01  
January 15, 2010

Glenda Velez – CIP  
U.S. Environmental Protection Agency – Region 1  
One Congress Street – Suite 1100  
Boston, MA 02114-2023

Re: **Annual Report – Year 6**  
**NPDES General Permit MS4**  
**EPA MAR041170/DEP W-21004707**  
**Town of Webster, Massachusetts**

\*\*\* Sent Certified Mail \*\*\*

Dear Ms. Velez:

Please find enclosed the NPDES Phase II Small MS4 General Permit Annual Report for the Town of Webster, Massachusetts. This information is submitted to the EPA in accordance with EPA's Annual Reporting requirement. Due to changeover in key DPW and Town management positions, the Town was not aware that an annual report was required for submittal for the 2008/2009 period until recently.

If you have any questions regarding this information, please contact me at (413) 572-3256. Thank you for your attention in this matter.

Sincerely,

**TIGHE & BOND, INC.**

*Cheryl Kowalski*

for: Tracy J. Adamski, AICP  
Senior Planner

Enclosure

cc: Fred Civian, MA DEP  
John McAuliffe, Town of Webster Town Administrator  
Kenny Pizzetti, Town of Webster DPW

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W-3893-3-01  
January 15, 2010

Massachusetts Department of Environmental Protection  
One Winter Street - 5<sup>th</sup> Floor  
Boston, MA 02108  
Attn: Mr. Fred Civian

Re: **Annual Report - Year 6**  
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**EPA MAR041170/DEP W-21004707**  
**Town of Webster, Massachusetts**

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Please find enclosed the NPDES Phase II Small MS4 General Permit Annual Report for the Town of Webster, Massachusetts. An original report is submitted to DEP in accordance with DEP and EPA's Annual Reporting requirement. Due to changeover in key DPW and Town management positions, the Town was not aware that an annual report was required for submittal for the 2008/2009 period until recently.

If you have any questions regarding this information, please contact me at (413) 572-3256. Thank you for your attention in this matter.

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Senior Planner

Enclosure

cc: **Glenda Velez, US EPA- Region 1**  
John McAuliffe, Town of Webster Town Administrator  
Kenny Pizzetti, Town of Webster DPW

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**Municipality/Organization:** Town of Webster  
**EPA NPDES Permit Number:** MAR041170  
**MassDEP Transmittal Number:** W-21004707  
**Annual Report Number & Reporting Period:** No. 6, March 2008-March 2009

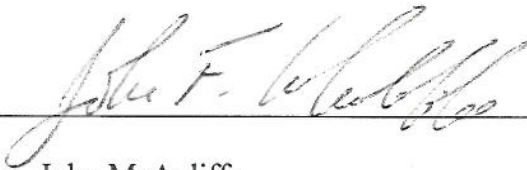
## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2009)

### Part I. General Information

**Contact Person:** Kenneth Pizzetti **Title:** Highway Superintendent  
**Telephone #:** 508-949-3862 **Email:** kpizzetti@webster-ma.gov  
**Mailing Address:** 23 Cudworth Road, Webster, MA 01570

#### 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:** John McAuliffe  
**Title:** Town Administrator  
**Date:** 1/11/10

## **Part II. Self-Assessment**

The Town of Webster performed a comprehensive review of the Town's progress on the goals for meeting the minimum control measures under the NPDES MS4 Phase II permit. The Town supports and encourages active participation by Town residents in addressing pollution and stormwater issues. The Town has mapped stormwater outfalls and has made stormwater quality improvements by installing stormceptor units in the system. The Town is reviewing existing regulations, including the Massachusetts Wetlands Protection Act and the recently revised MADEP Stormwater Management Standards. The Town's efforts to meet the identified measurable goals are summarized in Part III Summary of Minimum Control Measures, which follows.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
1A Revised	Educational Flyers and Pamphlets		# of materials created and distributed	The Lake Webster Association held the annual “Ice Out Einstein” contest with the Webster Educational Foundation, of which proceeds go to providing students in the school district with possible opportunities to learn about/work on projects related to lake improvements and local environmental issues. The Lake Association publishes a phosphate information pamphlet that is periodically distributed and encourages residents to use “smart” landscaping to prevent sediment runoff into the Lake.	Continue Webster Lake Association and Webster Educational Foundation collaboration and “Ice Out Einstein” event. Continue Lake Association activities regarding phosphate and sediment control. Continue distributing educational flyers and pamphlets as in the previous year. Place children’s puzzles and games related to storm water at key municipal locations (Town Hall, Schools)
1B Revised	Newspaper – Press Releases		# of storm water related articles published	Roadside cleanup for Earthday was advertised in the Telegram & Gazette.	Roadside cleanup for Earthday was advertised in the Telegram & Gazette by the Recycling Committee. Street sweeping schedule will be advertised by the DPW in 2010.
1C Revised	Local Cable Access Channel		# of public service announcements made on television	Roadside cleanup for Earthday was advertised on the local access channel.	Roadside cleanup for Earthday was advertised on the local access channel by the Recycling Committee. Street sweeping schedule advertised by the DPW in 2010.
1D Revised	Hazardous Waste Collection Day		# of people participating/list of materials collected	A Hazardous Waste Collection Day was not held due to budget cuts.	Seek funding for a Hazardous Waste Collection Day.

1a. Additions


2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
2A Revised	Storm Drain Stenciling		# of drains stenciled	All previous stenciling was repainted by DPW staff due to fading (approximately 100 storm drains located in 3 sections of downtown).	Identify a local group (school organization, boy scouts, etc) who can help DPW staff stencil storm drains. Continue to locate and stencil storm drains until all drains are identified. Repeat painting as needed.
2B Revised	Stream Cleanup and Monitoring		# of participants and location of streams	The Lake Webster Association provides water quality monitoring services of the 3 ponds making up Webster Lake and of the Lake's inlet streams. The Association annually submits a Quality Assurance Project Plan (QAPP) with the DEP. The French River Connection held a small riverside clean up in April 09.	Continue monitoring and cleanup efforts of the Lake Webster Association and the French River Connection.
2C Revised	Roadside Cleanup Day	Recycling Committee/DPW	# of participants and miles of roadside cleaned	Webster conducted a roadside cleanup on Earth Day, May 3, 2008. The recycling committee advertised the event. 138 people participated and 50 businesses sponsored the day. 2.95 tons of trash was collected by the DPW.	Webster performed roadside cleanup on Earth Day, May 9, 2009. 213 people participated and 43 businesses sponsored the day. 1.8 tons of trash was collected by the DPW.

2a. Additions


3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3A Revised	Mapping Stormwater Outfalls	DPW	# of outfalls connecting to streams	The DPW has developed mapping of its stormwater system, including outfalls and continuously updates the maps as new outfalls or modifications to the system are identified during regular street sweeping and catch basin cleanings.	In Summer 09, stormceptor drainage structures were constructed on Kenneth Ave., June Ave., and Colonial Road, which applies stormwater BMPs. These locations were added to existing mapping the town has showing outfall structures. Continue updating maps based on outfall detection and modifications.
3B Revised 3B	Capital Planning/Budget	DPW	Amount of money needed for future projects	Received \$168,000 from the State for sediment control. This money will be used to design, permit, and construct the next prioritized drainage issue identified.	Continue to work with the State Representative and Senator to secure additional funding for sediment control. In September 09 the Town applied for SRF money for Stormwater Management efforts and is awaiting notice if money will be awarded.
3C Revised 3C	Assess Current By-Laws/Amend to Meet Phase II Regulations		By-law language to prohibit illicit discharges	The Town assessed their current laws and regulations. Town Bylaws 150.3 prohibit water or liquid discharge from any building into or across any street or sidewalk.	Implement a Stormwater Committee comprised of the DPW director and a member from the Planning Board, Conservation Commission, Zoning Board, and the Webster Lake Association. This committee shall begin to draft more explicit bylaws governing illicit discharges.

Revised					
Revised					
Revised					

**3a. Additions**

3D	BMP Installation	DPW	# of BMPS installed	Three areas that drain directly into Lake Webster were grouped together and engineered for stormceptors. These areas are located on Kenneth Ave., June Ave., and Colonial Road. They were scheduled to go out to bid in May 09 for Summer 09 construction.	In Summer 09, stormceptor drainage structures were constructed on Kenneth Ave., June Ave., and Colonial Road, which are stormwater BMPs that improve stormwater quality. Seek funding for additional stormceptor installation on Lakeside Avenue and Thompson Road.



#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4A Revised	Site Plan Review		# of sites reviewed prior to construction	Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water Superintendent, Sewer Superintendent, and the Town's Consulting Engineering Firm review all proposals. Inspection sheets are used to track the progress and compliance of all subdivisions. The Town received 6-10 plans for Site Plan Review between March 08 and March 09. The Conservation Commission reviews projects for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Continue plan review under existing by-law and Wetlands Protection Act. Continue to work with developers to incorporate BMPs during construction activities.
4B Revised	Building Permit Requirement	Building Inspector	# of building permits issued	332 building permits were issued between March 08 and March 09.	Continue issuing building permits.
4C Revised	Inspection	DPW	# of sites inspected	During construction of subdivisions, site visits are performed at least weekly and more often during crucial points of construction. Sign off sheets are used to identify compliance with approved specifications during every step of the construction process.	Continue inspection / reporting under existing by-law and Wetlands Protection Act and documenting the number of site visits during the year.

4D	Assess Planning Board Regulations/Amend to Meet Phase II Regulations		Regulations to control runoff from construction projects	The Town's Zoning Bylaws require Site Plan Review for most commercial, industrial and multi-family development. Site Plan Review addresses drainage system design, storm water management, erosion control, and impact on infrastructure. The Conservation Commission reviews projects for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Implement a Stormwater Committee comprised of the DPW director and a member from the Planning Board, Conservation Commission, Zoning Board, and the Webster Lake Association. This committee shall begin to draft more explicit bylaws governing construction site runoff.
Revised					
Revised					
Revised					

**4a. Additions**


### 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5A Revised	Eliminating Curbs and Gutters		# of curb cuts made in existing developments	The Town issued 13 curb cuts between March 08 and March 09.	Continue to monitor curb cuts.
5B Revised	Urban Forestry		# of trees planted as a result of urban forestry	No trees were planted during the reporting period.	Continue to investigate grants and programs associated with Urban Forestry. Look into possibility of local schools helping with plantings, as previously done in town 10+ years ago.
5C Revised	Zoning		The amount of open space protected by zoning codes	The Town Zoning Bylaws Section 650-23 designates a Conservation District which regulates use of land in the designated area.	The French River Connection, in cooperation with the Town, leased for 15 years a 1.66 acre parcel of land abutting the French River for development into Parkland.
5D Revised	Assess Town Regulations/Amend to Meet Phase II Regulations		Regulations to control post construction runoff	The Lake Webster Association previously tried to pass a local bylaw banning use of phosphate fertilizers; however, the bylaw was denied on a state level. The Town's Zoning Bylaws require Site Plan Review for most commercial, industrial and multi-family residential development. Site Plan Review addresses drainage system design, storm water management, erosion control, and impact on infrastructure. The Conservation Commission reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Continued regulation under existing by-laws and Wetlands Protection Act. Implement a Stormwater Committee comprised of the DPW director and a member from the Planning Board, Conservation Commission, Zoning Board, and the Webster Lake Association. This committee shall begin to draft more explicit bylaws governing post-construction site runoff.
5B Revised	Construction Site Plan Review	PB / Con Com / DPW	Enforcement under By-Law	Continued plan review per existing by-law and Wetlands Protection Act.	Continued inspection / reporting under existing by-laws and Wetlands Protection Act.

SC Revised	Stormwater System Maintenance Plan	PB / Con Com / DPW	Enforcement under By-Law	Continued inspection / reporting under existing by-law and Wetlands Protection Act.	Continued inspection / reporting under existing by-laws and Wetlands Protection Act.
Revised					
Revised					

**5a. Additions**


### 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6A Revised	Parking Lot and Street Cleaning	DPW	# of scheduled road cleanings	All streets were swept in Spring 08 and Fall 08. Main Street and trouble spots received additional sweeping in Summer 08.	All streets were swept in Spring 09 and Fall 09. Main Street and trouble spots received additional sweeping in Summer 09.
6B Revised	Road Salt/Sand/Mix Application and Storage	DPW	Cubic yards of salt/sand/mix applied to roadways & location of storage	A ratio of 2:3 sand to salt was applied to the roads during the winter.	Webster has purchased ClearLane Enhanced Deicer which reduces/eliminates the need to apply sand to the roadways and requires less application of salt per mile compared to conventional salt application, therefore reducing runoff.
6C Revised	Drain System Cleaning Program	DPW	# of storm drains cleaned regularly	Continued the catch basin cleaning program in collaboration with the street sweeping program. The majority of the Town's 1,700 catch basins were cleaned and documented within the reporting period.	Continue the program and improve efficiency yearly.
Revised					
Revised					

**6a. Additions**

6D	Outfall Cleanup and Monitoring		# of outfalls examined and cleaned	Approximately 20-30 storm drain outfalls were examined and cleaned by DPW staff, as needed, during the Spring, Summer, and Fall 08 catch basin cleanings. Sediment accumulation at the outfalls was monitored. Inspections of known problem outfalls for blockages and flooding occurred.	Continue outfall cleanup and monitoring for signs of potential illicit discharges by DPW staff.
6E	DPW Employee Education (formerly BMP ID#3B)	DPW	# of employees educated about stormwater	Training seminars held for Highway personnel. Information regarding BMPs is provided to Highway personnel. Tailgate meetings that include up-to-date methods for rebuilding drop-inlets and maintaining catch basins are conducted by the Highway Foreman.	Hold an annual meeting to cover illicit discharge detection procedures and good housekeeping practices and procedures.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised					

**7a. Additions**

7A					
Revised					

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**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

Webster offers opportunities for residents to be involved in stormwater and environmental improvements through distribution of educational information and sponsored clean-up events. The Town has experienced significant changeover in key DPW and Town management positions over the last few years. However, the Town staff has made significant efforts to meet the MS4 BMPs.

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

(Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering April 1, 2006 through March 31, 2007)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> <li>▪ days sponsored **</li> <li>▪ community participation **</li> <li>▪ material collected **</li> </ul>	(#)	
School curricula implemented	(# or %)	
	(tons or gal)	
	(y/n)	

**Legal/Regulatory**

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> </ul>					



▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

**Mapping and Illicit Discharges**

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and	
Illicit connections removed (Since beginning of permit coverage)	(est. gpd)	
% of population on sewer	(#); and	
% of population on septic systems	(est. gpd)	
	(%)	
	(%)	

**Construction**

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	
Site inspections completed **	(# or %)	

Tickets/Stop work orders issued **	(# or %)
Fines collected **	(# and \$)
Complaints/concerns received from public **	(#)

**Post-Development Stormwater Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)
Site inspections (for proper BMP installation & operation) completed **	(# or %)
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)
Low-impact development (LID) practices permitted and encouraged	(y/n)

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)
Qty of structures cleaned **	(#)
Qty. of storm drain cleaned **	(%, LF or mi.)
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**		(\$)
• Hourly or per basin contract rate **		(\$/hr or \$ per basin)
• Disposal cost**		(\$)
Cleaning Equipment		
• Clam shell truck(s) owned/leased		(#)
• Vacuum truck(s) owned/leased		(#)
• Vacuum trucks specified in contracts		(y/n)
• % Structures cleaned with clam shells **		(%)
• % Structures cleaned with vector **		(%)

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of:  
 ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)
▪ Herbicides	(lbs. or %)
▪ Pesticides	(lbs. or %)
Integrated Pest Management (IPM) Practices Implemented	(y/n)

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

**Water Supply Protection**

Storm water outfalls to public water supplies eliminated or relocated	# or y/n
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n

• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n
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