

Municipality/Organization: Town of Westford, MA

EPA NPDES Permit Number: MA041232

MADEP Transmittal Number: W-035577

**Annual Report Number 8
& Reporting Period: April 1, 2010 -March 31, 2011**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul Starratt, P.E.

Title: Town Engineer

Telephone #: 978-692-5520

Email: stormwater@westfordma.gov

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: Jodi Ross

Title: Town Manager

Date: April 29, 2011

Part II. Self-Assessment

The Town of Westford has completed the required assessment and determined that our municipality is in compliance with all permit conditions, except for the following: Stormwater Management Regulations have not been finalized by the Planning Board. The Engineering Department has contracted with a stormwater consultant, Woodard & Curran, and retained their services for the purpose of writing a Stormwater Regulation. Until the regulations are established, the Planning Board has adopted interim measures that require the submission of a Storm Water Pollution Prevention Plan (SWPPP) and a NOI for Construction General Permit on projects with land disturbance greater than one acre. The Town has issued seven (7) Storm Water Management Permits in accordance with the newly approved Stormwater Management Bylaw with an additional six (6) permits pending.

The Town continues to benefit from the active participation of resident volunteers who participate in the Westford Stream Team Program. Partnerships with the SuAsCo Watershed Community Counsel, the Organization for the Assabet River (OAR) and the Westford Environmental News and Action Committee have been mutually beneficial. The Westford Town Engineer serves on the SuAsCo Stormwater Committee and Steering Counsel.

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 8 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|---|--------------------------------------|---|---|--|
| 1A | Stormwater Flyer for Residents | SuAsCo & Westford DPW | Flyers distributed to 75% of residents, compiled & considered “survey” results. | Flyers were mailed in year 1 to all residents. The same flyers were placed on display at the Town Hall. (SuAsCo) | Continue displaying flyers at public places. |
| Revised | | | | | |
| 1B | Lesson Plan for 5 th Graders | SuAsCo & Westford DPW | Develop & distribute lesson plan, teach in one or more grade 5 classes. | The Westford Engineering Department continued to use the SuAsCo curriculum “Stormwater Matters” to teach an introductory lesson plan to all grade 5 classes during the 2010 Living Lab program. | The Westford Engineering Department has elected to continue the lesson plan on an annual basis with assistance from local schools. Every 5 th grader in the Westford Public Schools participates. |
| Revised | | | Continued beyond Year 5 based on success of program. | | |

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|---------|--|-------------------------|--|--|---|
| 1C | Stormwater Flyer for Businesses | SuAsCo & Westford DPW | Flyers distributed to 50% of businesses, stormwater logo displayed by 25% of businesses. | <i>Stormwater Matters</i> local business flyer, as prepared by SuAsCo, mailed to 450 business addresses in Westford in Year 8. | Continue to promote stormwater awareness to the local business community. |
| Revised | | | | | |
| 1D | Stormwater Media Campaign | SuAsCo & Westford DPW | Media information packet, 4 press releases generated. | Implement SuAsCo Year 6 product Survey and display for Stormwater “Go Green” product at Town Meeting. | Implement SuAsCo Year 7 product upon delivery. |
| Revised | | | | | |
| 1E | Stormwater Video | SuAsCo & Westford DPW | Show video at one public meeting and once on local cable. | <i>Spotlight on Stormwater</i> was broadcast on Westford Community Access TV as presented at Board of Selectmen meeting by Town Engineer. | Rebroadcast <i>After the Storm</i> in 2011. |
| Revised | | | | | |
| 1F | Recycling/Trash Info. on Website | Recycling Commission | Update website regularly, display pamphlets in Town Clerk’s Office | The Recycling Commission updated the website as needed. http://www.westfordrecycles.org/ Collection calendar at Clerk’s Office. | Continue website updates and display pamphlets in Town Clerk’s Office |
| Revised | | | | | |
| 1G | Recycling/Trash Mailing to Residents | Recycling Commission | Mail to 75% of residents and display pamphlets in Town offices. | Pamphlets were mailed to all residents and copies were made available at the Town Hall. | Continue displaying pamphlets at public places. |
| Revised | | | | | |
| 1H | Advertise HHW Info. in Community Phonebook | Recycling Commission | Copy of advertisement in the phonebook. | Information about the household hazardous waste collection was advertised in the local phonebook “2011 Westford Directory” on pages 24 & 30. | Continue to advertise the proper method of disposal for hazardous household wastes. |
| Revised | | | | | |
| 1I | Advertise Brush/Multi Collection on Cable and in Paper | Recycling Commission | Copy of advertisement on cable, website and local paper. | The brush and multi collection events were advertised on cable, website, the local paper, roadside signs and local phone directory. | Continue advertising the brush and multi collection events. |
| Revised | | | | | |
| 1J | Leaf Dumping Article in Paper | Conservation Commission | Copy of article in local paper once per year. | An article discussing the proper disposal of leaves and yard waste is posted on Conservation Commission website. | Continue placing the leaf dumping article in the local paper. |
| Revised | | | Posted on Cons-Comm website | | |
| 1K | Leaf Dumping Pamphlet to Public | Conservation Commission | Copy of pamphlet, # of residents reached. | Dates, time, location and contact information for leaf disposal and | Continue publishing information on proper leaf disposal and composting. |

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|---------|---|---|--|---|---|
| Revised | | | Publish leaf disposal notice in local phone book | | |
| 1L | Leaf Dumping Pamphlet at Events | Conservation/ Water/ Board of Health | Pamphlet displayed at two events. | The leaf dumping educational pamphlet was displayed at the Health Fair and Drinking Water Day. | Continue displaying pamphlet at two events. |
| Revised | | | | | |
| 1M | Fertilizer Pamphlet to Businesses | Water Department | Copy of pamphlet, distributed to all landscaping businesses. | A draft policy was presented and approved by the Board of Selectmen and the Board of Health. The policy was developed with the long-term goal of protecting public health and maintaining balanced and healthy ecosystems for the Town of Westford. | Continue to eliminate where possible and otherwise minimize the use of pesticides on Town-owned land and to encourage the same on private-owned land. Enforce Pesticide Policy. |
| Revised | Town of Westford Pesticide Policy | | Develop Pesticide Policy for Town of Westford | | |
| 1N | Fertilizer Info. in Newsletter | Water Department/ Engineering | Copies of semi-annual newsletters discussing fertilizers. | Fertilizer information was included in the annual newsletter prepared by the Westford Water Department and the stormwater pamphlet. | Continue semi-annual distribution of fertilizer information with Water Department newsletter and stormwater pamphlets. |
| Revised | | | | | |
| 1O | Septic System Pamphlets in Water Department | Water Department | Pamphlets available at Water Department at all times. | Septic system Pamphlets were made available at the Water Department throughout the year. | Continue to make septic system pamphlets available. |
| Revised | | | | | |
| 1P | Septic System Pamphlets at Events | Water Department/ Board of Health | Display pamphlets at two events. | The septic system educational pamphlet was displayed at the Annual Health Fair and Drinking Water Day. | Continue displaying pamphlet at two events. |
| Revised | | | | | |
| 1Q | Hazardous Material Bylaw Info. on Website | Board of Health | Maintain website regularly. | Hazardous material bylaw information was posted on the Town's website. | Continue website postings. |
| Revised | | | | | |

1a. Additions

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|---|---|---|--|---|
| 2A Revised | Stormwater Traveling Display | SuAsCo & Westford DPW | | Completed in Year 1. Display used at 5 th grade Living Lab program and Town Meeting. SuAsCo “Go Green” display added to Town Meeting. | Continue using the displays and pamphlets at the 5 th grade Living Lab program and Town Meeting. Add display to Water Department Open House event. |
| 2B Revised | Poster Contest for Fifth Grader <i>Revised to 4th Graders</i> | SuAsCo & Westford DPW Westford Water Department | Poster contest is held and entries are received, judged and displayed in year 2. | Annual Water Department 4 th Grade Poster Contest to include pollution prevention. Cash prizes awarded to top three posters from each school. | Continue 4 th Grade Poster Contest |
| 2C Revised | Poster Contest for High Schoolers | SuAsCo & Westford DPW Eliminated from Year 3 product by SuAsCo. | Poster contest is held and entries are received, judged and displayed in year 3. | NOI specified to begin this BMP in Permit Year 3. Eliminated from Year 3 product by SuAsCo. Water Department will hold Poster Contest for 4 th Graders. | Continue 4 th Grade Poster Contest |
| 2D Revised | Local Stormwater Summit Event | SuAsCo & Westford DPW SuAsCo W. C. C. Land and Habitat Working Group | Hold local multi-community summit in year 4. | Completed in Year 4. | Continue information sharing with other stakeholders across the Nashoba Brook sub-basin. |
| 2E Revised | Stormwater Super Summit Event | SuAsCo & Westford DPW | Municipal participation in the Super Summit, stormwater “survey” to 75% residents, compiled & considered results. | Stormwater Super Summit eliminated from SuAsCo Year 5 product | Reevaluate possibility of a future summit with SuAsCo. |
| 2F | Curbside Recycling | Department of Public Works | Continued Town service. | Curbside recycling was picked up every other week. | Continue Curbside Recycling program. |

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|---------|--|---------------------------------------|---|--|--|
| Revised | | | | | |
| 2G | In Town HHW Drop-off | Department of Public Works | Hold at least one event per year. Every other year. | Household hazardous waste collection event occurred on 11/6/10 and Electronics Collection was on 3/26/11 & 9/18/10 at the Westford Highway Facility. | Hold one HHW event and track waste quantities received. |
| Revised | | | | | |
| 2H | HHW Drop-off in Lexington | Department of Public Works | Advertise service on the Town website and in flyers. Also advertise in local phone book. | www.westfordma.gov/recycle 2011 Westford Directory” on Page 24 | Continue advertise and promote HHW collection opportunities. |
| Revised | | | | | |
| 2I | Leaf Drop-off at Laughton’s Nursery | Department of Public Works | Continue service of leaf drop-off. Advertise on the Town website and in flyers. | Leaf drop off was made available at Laughton’s Nursery, but a fee was charged by the nursery to accept materials. | Laughton Farm being developed in 2010. Locate new property for Leaf Drop-off |
| Revised | | | | | |
| 2J | Brush Drop-off in Westford | Department of Public Works | Hold one collection in April and October. | Brush chipping service provided on 10/18/10 at Westford Highway Facility. | Hold at least two collection events. |
| Revised | | | | | |
| 2K | Multi-Collection Events | Dep’t of Public Works/Board of Health | Hold one multi-collection event twice per year. | Two multi-collection events were held to collect small mercury-containing devices. | Hold at least two collection events. |
| Revised | | | | | |
| 2L | Mercury Drop-off at Board of Health | Board of Health | Collect mercury devices in the Board of Health office daily. | The Board of Health office was open daily to receive mercury-containing devices. | Continue mercury drop-off program. |
| Revised | | | | | |
| 2M | Mercury Drop-off at Multi-Collection Event | Department of Public Works | Hold one multi-collection event twice per year. | Two multi-collection events were held to collect small mercury-containing devices. | Hold at least two collection events. |
| Revised | | | | | |
| 2N | Public Meetings | Department of Public Works | Advertise and hold at least one public meeting every year for stormwater. | <i>Spotlight on Stormwater</i> was broadcast on Westford Community Access TV as presented at Board of Selectmen meeting by Town Engineer. http://westfordcat.pegcentral.com/ | Hold a public meeting to inform residents of the stormwater program. |
| Revised | | Engineering Department | | | |

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|---------|-------------------------------------|--------------------|---|--|---|
| 2O | Stormwater Contact | Highway Department | Establish contact and include information in pamphlets and on the Town's website. | The Town Engineer was identified as the stormwater contact regarding pollution and complaints in Year 1. Information was posted on the Town's website. Established stormwater email contact at stormwater@westfordma.gov | Update information as needed and continue to include stormwater contact information on the Town's website. Include contact information in educational pamphlets. Track stormwater calls and issues addressed. |
| Revised | Procedure to Address Public Comment | | Record of calls and issues addressed. | | |

2a. No additions at this time.

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|----------|------------------------------|--------------------------------|---|--|---|
| 3A | Storm Sewer Map | Highway Department/ GIS | Expand and field verify all outfalls by year 5. | Stormwater Map completed. | Maintain GIS database. |
| Revised | | Engineering Department/ GIS | | | |
| 3B | Illicit Discharge Bylaw | Engineering/ Conservation | Present draft bylaw to public in year 4, adopt in year 5. | Town issued its' first Enforcement Order in Year 7 for violation of the Illicit Discharge Bylaw. | Continue to enforce Illicit Discharge Bylaw. |
| Revised | | Board of Health | | | |
| 3C | Detection & Elimination Plan | Highway Department | Screen 25% of outfalls each year in 4 divided sections of Town. | Four unauthorized connections were discovered in Year 8 and determined to be conveyance of stormwater from residential properties. | Complete source investigations of illicit discharges. Develop a protocol and written strategy for Illicit Discharge Detection and Elimination activities. Continue inspecting outfalls for illicit discharges in high priority areas. |
| Revised | | | Prioritize areas of known water quality problems for inspections and removal of illicit discharges. | | |

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|---------|---|--|---|---|--|
| 3D | Illicit Discharge Education for Public | SuAsCo/Public Works/ Highway/ Water/ Board of Health | Continued public education under Control Measures 1 and 2. | Partner with Westford Environmental News and Action Committee (WENAC) and the Organization for the Assabet River (OAR) to develop priorities for detection using results from Stream Team testing and Water Quality Report. | Support and encourage public participation and involvement in local Stream Teams and groups that promote environmental awareness and activism. |
| Revised | | | Partner with Westford Environmental News and Action Committee (WENAC) and the Organization for the Assabet River (OAR). | | |
| 3E | Illicit Discharge Education for Municipal Employees | Highway Department | Education for employees under BMP 6H. | Information on illicit discharge detection and elimination was discussed at the OAR training session in Year 5. | Continue municipal employee training program. |
| Revised | | | | | |

3a. No additions at this time.

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|------------------------------------|--------------------------------------|--|---|---|
| 4A | Wetlands Bylaw | Conservation Commission | Continue to implement existing Wetlands Bylaw. | The Town of Westford Conservation Commission enforced the Westford Wetlands Bylaw and Regulations. | Continue enforcement of Wetlands Bylaw and Regulations. |
| Revised | | | | | |
| 4B | Construction Site Runoff Bylaw | Engineering/ Planning/ Conservation | Present draft bylaw to public in year 4, adopt in year 5. | Stormwater Management Bylaw adopted at Special Town Meeting on May 10, 2008 and approved by Attorney General on August 5, 2008. | Continue enforcement of Stormwater Management Bylaw. |
| Revised | | | | | |
| 4C | Erosion, Sediment & Waste Controls | Engineering/ Planning/ Conservation | Copies of meeting minutes and memos. Improved site controls in year 4. | Stormwater Management Bylaw adopted at Special Town Meeting on May 10, 2008 and approved by Attorney General on August 5, 2008. | Continue enforcement of Stormwater Management Bylaw. |
| Revised | | | | | |

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|---------|-------------------------------------|---|--|--|---|
| Revised | | | | | |
| 4D | Site Plan Review Procedures | Engineering/ Planning/ Conservation | Improved site plan review procedures in year 4. | Site plans are currently reviewed by the Engineering Department and Conservation Commission for erosion and construction site runoff BMPs. | Hold progress meetings, evaluate site plan review criteria and incorporate into the draft bylaw for Construction Site Runoff. |
| Revised | | | | | |
| 4E | Site Inspection & Enforcement | Engineering/ Planning/ Conservation | Records of current enforcement actions, site inspection procedures for all land disturbance >1 acre. | Stormwater Management Bylaw adopted at Special Town Meeting on May 10, 2008 and approved by Attorney General on August 5, 2008. | Continue enforcement of Stormwater Management Bylaw. |
| Revised | | | | | |
| 4F | Construction Site Contact | Highway Department | Establish contact and include information in pamphlets and on the Town's website. | The Town Engineer was identified as the stormwater contact regarding pollution prevention, complaints and construction runoff in Year 1. | Update information as needed and continue to include stormwater contact information on the Town's website. Include contact information in educational pamphlets. Track stormwater calls and issues addressed. |
| Revised | Procedure to Address Public Comment | | Record of calls and issues addressed. | Established stormwater email contact at stormwater@westfordma.gov | |

4a. No additions at this time.

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 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|----------|-------------------------------------|---|---|---|--|
| 5A | Post-Construction Site Runoff Bylaw | Engineering/ Planning/ Conservation | Present draft bylaw to public in year 4, adopt in year 5. | Planning Board continued to issue Stormwater Management Permits under the Stormwater Management Bylaw, including a SWPPP with O&M requirements. | Continue enforcement of Stormwater Management Bylaw. |
| Revised | | | | | |
| 5B | Structural & Non-Structural BMPs | Engineering/ Planning/ Conservation | BMP design standards specific to the Town of Westford. | BMP design standards were introduced and discussed at the August 9, 2004 kick-off meeting. | Hold progress meetings and evaluate BMPs and design standards desirable by the Town of Westford. |
| Revised | BMP Design Standards | | | | Incorporate results into the draft bylaw for Post-Construction Stormwater Management. |

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|---------|--|---|--|--|--|
| 5C | Long-Term Operation & Maintenance | Engineering/ Planning/ Conservation | O&M Plan/template and procedures required for new and redevelopment | Methods to address BMP operation and maintenance were discussed at the August 9, 2004 kick-off meeting. | Hold progress meetings and evaluate BMP O&M Plans, templates and methods for long-term effectiveness. |
| Revised | | | | | |
| 5D | Structural BMP Implementation Procedures | Engineering/ Planning/ Conservation | Inspection and enforcement procedures to ensure BMPs are installed properly. | Methods to address BMP implementation procedures were not specifically discussed at the August 9, 2004 kick-off meeting. | Hold progress meetings and evaluate methods to inspect and enforcement BMP installation. Incorporate results into the draft bylaw for Post-Construction Stormwater Management. |
| Revised | | | | | |

5a. No additions at this time.

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 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|-------------------------|--------------------------------------|---|---|---|
| 6A | Catch Basin Schedule | Highway Department | Clean all catch basins and prioritize locations for cleaning. | All catch basins were cleaned in town at least once and twice on hills. Catch basins are visually inspected during cleaning to ensure proper function of the drainage system. | Continue catch basin cleaning and inspection program annually. Begin recording structure conditions and sediment data for future cleaning and maintenance priorities. |
| Revised | | | | | |
| 6B | Regular Street Sweeping | Department of Public Works | Sweep streets a minimum of twice per year. | All streets were swept twice a year in town. | Continue street sweeping program annually. |
| Revised | | Highway Department | | | |
| 6C | Sand/Salt Covered | Highway Department | Sand and salt storage is covered. | Sand and salt storage was covered. | Continue to cover sand and salt. |
| Revised | | | | | |

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|---------|--|--------------------|---|---|--|
| 6D | Used Oil is Recycled | Highway Department | Waste oil recycling at the Highway Facility is permitted. | The Highway Department maintained permit compliance for the waste oil heater and recycling operation. | Continue existing practices for waste oil recycling to maintain permit compliance. |
| Revised | | | | | |
| 6E | Municipal Hazardous Material Stored Inside | Highway Department | All hazardous materials are stored indoors. | The Highway Department stored all hazardous materials indoors. | Continue to store all hazardous materials indoors. |
| Revised | | | | | |
| 6F | Implement SWPPP at Garage | Highway Department | SWPPP implemented and maintained. | The Highway Department implemented BMPs outlined in the Garage SWPPP. | Continue existing practices for pollution prevention and good housekeeping. |
| Revised | Implement SWPPP BMPs at Garage | | SWPPP BMPs implemented. | | |
| 6G | Increase Vehicle Fueling Cover | Highway Department | Increase cover until new facility is constructed. | Occupied new facility in September 2006 | Utilize covered fueling station at the new DPW Facility. |
| Revised | | | | | |
| 6H | Municipal Employee Training | Highway Department | All Highway Department employees trained annually, record of attendance sheet. Copy of training program | Highway Department issued copies of Organization for the Assabet River employee training materials to newly hired employees. | Continue existing training programs, incorporate new topics and expand programs as appropriate. |
| Revised | | | | | |
| 6I | Municipal Operation/Maintenance Plan | Highway Department | Improved operations at municipal facilities and throughout Town. | Municipal facilities are evaluated on a regular basis for pollution issues. Work began to document protocols for municipal operations. The Town began work to develop a Beneficial Use Determination (BUD) for the reuse of stormwater residuals. | Evaluate and document BMP evaluations and draft BMPs for municipal facilities and operations. Begin compiling a draft Municipal Operation and Maintenance Plan and continue to develop a BUD for stormwater residuals. |
| Revised | | | | | |

6a. Addition

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|--|--------------------------------------|--|--|--|
| 6J | Mosquito Control Project & Drainage System Maintenance | Engineering/ Conservation | Record of improved drainage system inspection and maintenance. | Through the efforts of the Central Massachusetts Mosquito Control Project, brush and other accumulated debris was removed from culverts and streams to ensure proper flow conditions and reduce the amount of stagnant water available for mosquito breeding. Cleaning areas were recorded to determine future cleaning needs. | Continue mosquito control program. |
| Revised | | | | | |

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 7 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Interim Period |
|-----------------|------------------------|--------------------------------------|---------------------------|--|--|
| | | | | March 2009 Town Meeting approved a \$25,000 capital outlay to complete a TMDL Study. | Complete TMDL study. |

7a. No additions at this time.

7b. WLA Assessment

Stony Brook in Westford is a 303d listed water that is classified as Category 5 “Waters Requiring a TMDL”. Water quality concerns associated with Stony Brook will be addressed through the implementation of BMPs under the six minimum measures for Phase II, as outlined in the Westford Stormwater Management Plan (SWMP). Stony Brook is highlighted in the Westford SWMP as a priority for implementation activities throughout the permit term. The WLA Assessment will be addressed as part of the Town’s SWMP, as the TMDL study is completed for Stony Brook or those water bodies with watersheds in Westford. March 2009 Town Meeting approved a \$25,000 capital outlay to undertake a TMDL Study and the Town has retained the services of a stormwater consultant (Woodard & Curran) to complete the study once the new permit is issued by the EPA.

Part IV. Summary of Information Collected and Analyzed

Four unauthorized connections were discovered in Year 8 and determined to be conveyance of stormwater from residential properties.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

| | | |
|--|-------|-----------|
| Stormwater management position created/staffed | (y/n) | No |
| Annual program budget/expenditures (Fiscal Year) | (\$) | \$133,050 |
| | | |
| | | |

Education, Involvement, and Training

| | | |
|--|---------------|----------------------------|
| Estimated number of residents reached by education program(s) | (# or %) | Households* |
| Stormwater management committee established | (y/n) | Yes** |
| Stream teams established or supported | (# or y/n) | Yes*** |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | 2.5 Miles**** |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored | (#) | 3 |
| ▪ community participation | (%) | U.K. |
| ▪ material collected | (tons or gal) | See Below |
| School curricula implemented | (y/n) | Yes: 5 th Grade |
| <p>* Water Department mailing sent to every Westford Household. ** Project Advisory Committee (Smart Growth Technical Assistance Grant) *** Westford Environmental News and Action Committee (WENAC) & Organization for the Assabet River (OAR). **** Nabnasset Improvement Association & Friends of Forge Pond Annual Clean Up</p> | | |

Legal/Regulatory

| | In Place Prior to Phase II | Under Review | Drafted | Adopted |
|--|----------------------------------|-----------------|---------|---------|
| Regulatory Mechanism Status (indicate with "X") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | | X* |
| ▪ Erosion & Sediment Control | | | | X** |
| ▪ Post-Development Stormwater Management | | | | X** |
| Accompanying Regulation Status (indicate with "X") | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | X | |
| ▪ Erosion & Sediment Control | | | X | |
| ▪ Post-Development Stormwater Management | | | X | |

* Town Warrant Article 19 adopted at Spring Town Meeting, May 10, 2008; approved by Attorney General August 5, 2008

** Town Warrant Article 18 adopted at Spring Town Meeting, May 10, 2008; approved by Attorney General August 5, 2008

Mapping and Illicit Discharges

| | | |
|--|----------|-------|
| Outfall mapping complete | (%) | 100% |
| Estimated or actual number of outfalls | (#) | 616 |
| System-Wide mapping complete | (%) | 100% |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | 100% |
| Outfalls inspected/screened | (# or %) | 100%* |
| Illicit discharges identified | (#) | |

| | | |
|---|--------------------|------|
| Illicit connections removed | (#) (est. gpd) | 0 |
| % of population on sewer | (%) | |
| % of population on septic systems | (%) | 100% |
| *The Westford Highway Department inspects stormwater outfalls on an annual basis for drainage and erosion problems. The Engineering Department is systematically inspecting outfalls for illicit discharge detection and elimination. | | |

Construction

| | | |
|---|------------|-------------|
| Number of construction starts (>1-acre) | (#) | 3 (Approx.) |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | 100% |
| Site inspections completed | (# or %) | 100% |
| Tickets/Stop work orders issued | (# or %) | 0 |
| Fines collected | (# and \$) | 0 |
| Complaints/concerns received from public | (#) | 5 |
| | | |

Post-Development Stormwater Management

| | | |
|--|----------|--------------|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections completed | (# or %) | U.K. |
| Estimated volume of stormwater recharged | (gpy) | Not Assessed |
| | | |

Operations and Maintenance

| | | |
|---|------------|---------------------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1 |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1-2/yr ¹ |
| Total number of structures cleaned | (#) | 3,454 approx. |

| | | |
|---|----------------|-------------|
| Storm drain cleaned | (LF or mi.) | 200 LF |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | 336.15 Tons |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | Disposal |
| Cost of screenings disposal | (\$) | \$7,059 |
| 1. Drainage structures in hilly areas are cleaned more frequently based on the rate of sediment accumulation. | | |

| | | |
|--|----------------|-------------|
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | 2 |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 2 |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | 270.81 Tons |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | Disposal |
| Cost of sweepings disposal | (\$) | \$4,875 |
| Vacuum street sweepers purchased/leased | (#) | 1 owned* |
| Vacuum street sweepers specified in contracts | (y/n) | Y |
| *The Town owns 1 vacuum/mechanical sweeper and contracted another sweeper to complete all roads in Town. | | |

| | | |
|---|-------------|------|
| Reduction in application on public land of: (“N/A” = never used; “100%” = elimination) | | |
| ▪ Fertilizers | (lbs. or %) | 0% |
| ▪ Herbicides | (lbs. or %) | 95%* |
| ▪ Pesticides | (lbs. or %) | 95%* |
| * Town of Westford Pesticide Policy requires 100% elimination except in emergencies. Estimated 5% emergency applications. | | |

| | | |
|---|---------------------|-----|
| Anti-/De-Icing products and ratios | % NaCl | |
| | % CaCl ₂ | |
| <i>Ice-Ban (MgCl₂) is applied to a 90:10 sand/salt mixture with a sprayer as the materials are dispensed from trucks during de-icing activities. On some occasions, straight salt applications are used in town.</i> | % MgCl ₂ | |
| | % CMA | |
| | % Kac | |
| | % KCl | |
| | % Sand | |
| Pre-wetting techniques utilized | (y/n) | Yes |

| | | |
|--|-------------|---------------|
| Manual control spreaders used | (y/n) | Yes |
| Automatic or Zero-velocity spreaders used | (y/n) | Zero Velocity |
| Estimated net reduction in typical year salt application | (lbs. or %) | Not Assessed |
| Salt pile(s) covered in storage shed(s) | (y/n) | Yes |
| Storage shed(s) in design or under construction | (y/n) | No |
| | | |