

Municipality/Organization: Westwood Massachusetts

EPA NPDES Permit Number: MA 041069/MA DEP

MaDEP Transmittal Number: W- 036108

**Annual Report Number
& Reporting Period:** No. 8: March 11-March 12

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Vicki Quiram **Title:** Director of Public Works

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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: Vicki Quiram

Title: Director of Public Works

Date: April 27, 2012

Part II. Self-Assessment

In the past year, the Town of Westwood has continued to successfully implement the best management practices submitted with the Notice of Intent and established under General Permit No. MA041069/MA DEP.

Public education and participation has continued through the school system and community through mailings, information on websites, articles in the newsletter and newspaper, trash cleanups, and other mechanisms.

Water quality testing continues with participation with the Neponset River Watershed Authority and outfall screening, investigation and testing. The Town performed dry weather outfall inspections at 10 locations. The majority were found to be dry and clean. A TV and Jet crew has performed a further inspection of the system.

Although construction in Westwood is largely residential, all development projects continue to be reviewed and conditioned by the Conservation Commission to meet or exceed Massachusetts DEP Stormwater Management Standards. BMPs are installed and maintenance responsibilities clearly specified.

The Engineering work has been completed on a major inflow and infiltration project. The lining project has been put out to bid and a contract is now in place. Construction will begin in June 2012.

Automated solid waste and recycling collection was announced this year, with widespread community interest. Westwood's recycling program is expecting a boost due to the implementation of automated collection. The continuation of leaf and grass clipping pick ups, ten per year, eliminates these products from entering the solid waste stream.

The Town of Westwood has partnered with the Neponset River Watershed Association in applying for 2 separate grants. One grant will allow the Town and NepRWA to identify locations for and design low impact drainage BMP's. The second grant provided funding for a review of the Town's current planning and zoning requirements to assure that they do not restrict the Town's ability to meet the high stormwater standards. This review is ongoing at this time.

At the present time, the Town is planning to continue to implement the existing program during the upcoming year. However, upon adoption of the new General Permit, the Town's staff and Stormwater Committee will be working to planning and implement a new stormwater program that will comply with all new regulations. At Town meeting on May 7, we hope to have a study approved that will allow us to analyze the new requirements, cost and funding mechanisms.

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 – Permit Year9
1.1	Develop brochure to be Distributed with sewer bills.	DPW/ V Vickrey	Brochure 1/yr for 3 years	Year 8 – Brochure is posted online.	Continue program.
Revised			Brochures continue to be distributed.		
1.2	Newsletter Article	DPW/ V Vickrey	Article 1/yr for 3 years	Year 8 – Helpful Education to Save Resources	Continue program.
Revised			Articles continue to be published		
1.3	Establish storm water hotline.	DPW/ V Vickrey	Storm water hotline 781-326-8661	Maintained on website.	Continue program.
Revised					
1.4	Newspaper Article	DPW/ V Vickrey	Article 1/yr	Article in local newspaper on changes to trash and recycling collection.	Publish article.
Revised			Articles continue to be published.		
1.5	Survey of public awareness	DPW/ V Vickrey	Survey of Public Awareness	Survey completed.	Results will be used when writing program for new permit.
Revised					

1a. Additions

1.6	Public Education	DPW/School Department	Yearly program in school system as part of curriculum.	Students learn effects of polluting stormwater.	Continue program, possibility to expand in classroom learning.
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2. Public Involvement and Participation

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 – Permit Year 9
2.7 Revised	Signage for major tributaries	DPW/ V Vickrey	Signs installed & Maintained	Completed - Signs installed	Maintain signs as needed.
2.8 Revised	Storm water planning committee	DPW/ V Vickrey	Storm water planning committee	New program will be established with new permit adoption.	Committee will review new permit, goals, and stormwater management plan.
2.9 Revised	Volunteer water quality monitoring	DPW/ V Vickrey	Monitoring results, identify cleanup if needed	Work done with NepRWA, sampling of brooks in Westwood. Keep Westwood Clean website lists areas in town to be cleaned and monitored.	Continue work with NepRWA
2.11 Revised	Catch basin stencil program	DPW/ V Vickrey	Catch basin Stenciling	All Catchbasins stenciled in the last two years.	Continue program.
2.12 Revised	Establish Education Program	Sch. Dept.	Engender public education support	Working with existing 7 th grade program. Added program on watersheds and stormwater. Watershed in a box and 5' Topo mapping – Pollution in stormwater.	Continue program.
2.13 Revised	Keep Westwood Clean Committee	Keep WW clean committee	Number of residents involved and sites cleaned up.	“Town Cleanup” website continued by resident. http://www.keepourtownclean.com/ma/westwood/westwood.php	Continue with program. Keep wetlands and streams clean.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3.14 Revised	Map outfalls & receiving waters	DPW/ V Vickrey	GPS/GIS mapping	100% complete. PDF atlases created with user friendly format.	Add new drainage as needed.
3.15 Revised	Effective storm sewer bylaw	DPW/ V Vickrey	Storm Sewer Bylaw	Storm water Management, Discharges to the Municipal Drain System was added to the town's General Bylaw.	
3.16 Revised	Dry weather screening of outfalls	DPW/ V Vickrey	Report on dry weather screening	10 outfalls were inspected during dry weather.	Continue program.
3.17	Develop system for elimination of illicit discharges	DPW/ V Vickrey	Identification of illicit discharges	Combined efforts of the Engineering and Sewer department have conducted dry weather screening, outfall testing, and report follow up. Phase 1 I&I study completed with smoke test, dye test, and video.	Design Phase 2 of the program.
3.18	Apply the system from BMP 15, above	DPW V Vickrey	Remove Illicit discharge	No Illicit discharges identified.	Program up to date. Continue program.
3.20 Revised	Hazardous waste recycling day	DPW/ V Vickrey	Hazardous Waste Recycling Day	A town wide hazardous waste recycling day in September 2011.	Hazardous Waste Recycling Day in Fall 2012 Electronic Recycling Day Spring 2012.
3.21, 22,23 Revised	Dry & Wet weather sampling	DPW/ V Vickrey	Reports on sampling	Cooperative effort with Neponset River Watershed Association.	Continue program based on new permit.
3.24 Revised	Dye test to find source of identified illicit discharge	DPW/ V Vickrey	Reports for dye tests on identified illicit Discharge	A comprehensive Phase 1 I&I study was conducted with dye test as one of the tools.	Continue program.

3.26	Clean 5 miles of sanitary sewer each year	DPW/ R Angelo	Reports on cleaned sewer	Complete.	Continue program.
Revised					
3.27	Camera to identify problem areas of sanitary sewer	DPW/ R Angelo	Reports on cleaned sewer	A comprehensive Phase 1 I&I study was conducted with cameras as one of the tools.	Continue program.
Revised					
3.28	Rehabilitate, patch, etc. problem areas.	DPW/R Angelo	Reports on areas rehabbed.	Lining project was implemented, designed and funded.	Complete first phase of lining project. Design phase 2.
Revised					
3.30	Publicize Reports of illicit discharges	DPW/ R Angelo	Newspaper article publicizing reports	NA	If illicit connection found, publicize report.
Revised					
3.31	Sump pumps – 5 year program to eliminate surcharge.	DPW/ R. Angelo	Elimination of illegal connections	A comprehensive Phase 1 I&I study was conducted.	Phase 2 of program.
Revised					
3.33	Work with DEP – TMDL plans	DPW/ V Vickrey	TMDL Plan, BMP Implementation		Work with CRWA and DEP for BMP implementation
Revised					

4. Construction Site Stormwater Runoff Control

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 – Permit Year 9
4.35	Conduct regular inspections during construction	Conservation/DPW	Inspections	Engineering Dept and Conservation Agent conduct inspections during construction.	Continue program.
Revised					
4.37	Mechanism for inquiries of on-going projects	Conservation/Planning	Mechanism for public inquiries	Conservation Commission/Planning Board meetings advertised and agenda and meetings updated on website.	Continue program.
Revised					
4.47	Inspection of sites by Town Engineer w/ checklist	DPW/ C Gallagher	Construction site inspection by checklist	Checklist has been established.	Inspect using checklist.
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
5.50	Add specific BMPs to Subdivision Rules/Regs	PL.BD		Planning Board Rules/Regs are under review in conjunction with NepRWA grant.	Rules and Regs review will be completed.
Revised					
5.51	Require installation of Water Quality Enhancement	PL.BD/Conservation	Water Quality Structures	Water quality structures included in design of new land development. LID is incorporated into plan review.	Continue to require water quality structures for development.
Revised					
5.52	Yearly report on installed BMPs	Conservation		Have list of O&M plans from Conservation.	Will work with Conservation to make sure maintenance is being completed.
Revised					
5.53	Inspect discharges	DPW/ V Vickrey	Inspect Discharges	10 Outfalls were inspected.	Continue program based on new permit.
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
6.55 Revised	Improve street and parking lot sweeping	DPW/ V Vickrey	Cleaner streets and parking areas.	Major roads were swept twice this year, Secondary roads once a year and then as needed.	Continue street sweeping program.
6.56 Revised	Improve CB operations.	DPW/ V Vickrey	Report on material removed.	2205 catch basins were cleaned in 2011.	Catch basins will be cleaned in 2012.
6.57 Revised	Experiment with alternatives to road salt.	DPW/ V Vickrey	Alternative roadway De-icing methods.	Ice-Ban is used to aid in de-icing roadways.	Alternatives will be researched.
6.59 Revised	Investigate Alternative Planting/Landscape	DWWD/ B. Lexander	Alternative schemes for landscaped areas	Link from Dedham Westwood Water District website to EPA Watersense http://epa.gov/watersense/	Continue program.
6.61 Revised	Investigate recycling program enhancement	DPW/ V Vickrey	Expanded recycling program	Negotiated new Solid Waste contract with Fully Automated Collection and an expected increase in recycle rate of 15%.	Implement fully automated collection, reduce waste and increase recycling.
6.64 Revised	Expand employee training	DPW/ V Vickrey	Training	Integrated with training for field personal.	Will train all employees with new material and new permit when adopted.
6.65 Revised	Develop yard clipping ordinance	Planning Board	Ordinance	Leaves and grass clippings are collected separate from solid waste 10 times per year.	Continue program.
6.64 Revised	Prepare SWPPP	DPW/ V Vickrey	Plan	Updated original SWPPP with new contact information and buildings.	Will propose new plan upon adoption of new permit.

Part IV. Summary of Information Collected and Analyzed

Water quality testing continues in participation with the Neponset River Watershed Authority and outfall screening, investigation and testing. The Town performed dry weather outfall inspections at 10 locations. The majority were found to be dry and clean. A TV and Jet crew has performed a further inspection of the system.

A grant provided funding for a review of the Town's current planning and zoning requirements to assure that they do not restrict the Town's ability to meet the high stormwater standards. This review is ongoing at this time.

The Engineering work has been completed on a major inflow and infiltration project. The lining project has been put out to bid and a contract is now in place. Construction of phase 1 will begin in June 2012.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	n
Annual program budget/expenditures	(\$)	30,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	13000
Stormwater management committee established	(y/n)	y
Stream teams established or supported	(# or y/n)	y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	n/a
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1/yr
▪ community participation	(%)	6
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	y

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		Local ordinances under review with grant.
▪ Erosion & Sediment Control		X		

▪ Post-Development Stormwater Management		X	
Accompanying Regulation Status (indicate with "X")			
▪ Illicit Discharge Detection & Elimination		X	Local ordinances under review with grant.
▪ Erosion & Sediment Control		X	
▪ Post-Development Stormwater Management		X	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	227
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	0
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	10
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	97%
% of population on septic systems	(%)	3%

Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	1/wk
Tickets/Stop work orders issued	(# or %)	0

Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	2

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	n/a
Estimated volume of stormwater recharged	(gpy)	

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
Total number of structures cleaned	(#)	2205
Storm drain cleaned	(LF or mi.)	2000(ft)
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Recycle
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	400 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	\$5600
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	0

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0

Anti-/De-Icing products and ratios: straight salt and magic used as needed Ice Magic at 8 gallons per ton of salt Magic = MgCL2 15.11% Protein 4.50% Iron 0.20ppm Cacl2 1.5% Fat 0.80% Copper 0.70ppm Crube Fibre 1.2% Manganese 0.50ppm Kcl 1.00% Phosphorous 0.34% Zinc 1.3ppm Nacl 1.00% Sulfur 0.34% Carbohydrates 11% Magic is bio-degradable, saft around vegetation and people	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	 5% +/- 5% +/-
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	No
Estimated net reduction in typical year salt application	(lbs. or %)	10%
Salt pile(s) covered in storage shed(s)	(y/n)	Yes(new)
Storage shed(s) in design or under construction	(y/n)	No

From the
Department of Public Works

**Curbside Pick Up of
Leaves and Grass Clippings**

Leaves and grass clippings will be collected on your regular rubbish day the week of:

No collection in June	October 17, 2011
July 18, 2011	Nov 7 – Dec 2, 2011
August 15, 2011	April 16, 2012
September 19, 2011	May 14, 2012

- Leaves must be placed in biodegradable leaf recycling bags or loosely in barrels that are clearly marked "LEAVES."
- Barrels & bags must be placed at the curb by 7:00 am.
- Barrels and bags should not exceed 45 pounds in weight.
- Leaves placed in any kind of plastic bag cannot be collected (otherwise the entire load will be rejected at the compost site).
- Collection will consist of leaves and grass only. No other material is allowed.

Call 617-933-4929 for home composting information.
Call 781-251-2589 for other questions.

**Disposal of Yard Waste,
Branches, and Limbs**

- Call the Westwood Fire Department for a Burn Permit at 781-326-3885;
- Take them to a Private Disposal Location; or
- Call a local contractor for pick-up. For a list of local contractors call 781-251-2589.

As winter ends and snow melts, broken branches and other storm damage becomes evident. In spring, the Town works diligently to repair damage, fill potholes, keep the drains open, prepare fields and grounds, clean the streets, and provide safe public places. In March, Public Works completed cleaning storm-related limbs and debris from public trees in the public ways. Although we would love to help each and every resident, the town cannot clean branches and debris that fell on private property from private trees, even if they have been moved into the public way. Should you need help with the removal of your brush or limbs that fell on your private property, please take them to a private disposal location or call a landscaping contractor that will pick up the waste for a reasonable fee. If you have additional questions, please feel free to call 781-251-2589. ♦

Stormwater Runoff

Helpful Education to Save Resources

The Westwood Department of Public Works has plenty of work throughout the year. No sooner has the burden of snow removal diminished when the department gears up to repair drainage, fill potholes, keep the drains clear, open the fields and grounds, clean and pave the streets, provide safe public places, and meet regulatory requirements for clean water runoff.

Stormwater Runoff occurs when precipitation from rain or snow melt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets, prevent stormwater from naturally soaking into the ground. Stormwater can pick up debris, chemicals, dirt and other pollutants, and flow into the drainage system or directly to a stream, pond, or wetland. Anything that enters the drainage system is discharged, untreated, into the water bodies we use for swimming, fishing and drinking water.

Catchbasins are cleaned once a year, and all streets are swept at least once per year through the combined efforts of town equipment and a contractor. A dozen main streets, including Gay, Canton, Hartford, High, and Washington streets, are swept 2-3 times per year.

In the last two years all of the more than 2000 catchbasins in town have been stenciled as part of two separate Eagle Scout projects. "Keep it Clean, Drains to Stream" is the message used near the basins to remind residents not to throw pollutants into the storm drain system because it will drain directly to the nearest stream, untreated.

The Department of Public Works asks residents to do their part to keep the streams, ponds, and wetlands clean in Westwood. Suggestions include: use pesticides and fertilizers sparingly, vegetate bare spots in the yard, pump septic tanks every one to three years, and do not flush household chemicals down the drain. For additional information please visit the Town of Westwood website at <http://www.townhall.westwood.ma.us/index.cfm?pid=24553>.

A survey is also posted online that will help direct our public education in the upcoming years. Please visit the Town of Westwood website at <http://www.townhall.westwood.ma.us/index.cfm?pid=24652> to provide us with your feedback. ♦

Town Weighs Changes to Trash Removal, Recycling

Officials this week discussed moving to an automated program.

- [By Matt Perkins](#)
- [Email the author](#)
- February 17, 2012

Residents who have their trash collected in Westwood may notice a few changes to the collection program this spring.

Officials this week discussed the town's current trash collection contract, which expires in March, and how to improve upon it for the upcoming year.

The town spent about \$1.2 million on the five-year contract that is about to expire, and a new contract would involve a 3.5 percent escalation rate and a 15 percent increase in the prevailing wage, or labor cost.

"That's a significant increase," Westwood Department of Public Works Director Vicki Quiram explained to the Westwood Board of Selectmen Monday night.

One possibility of reducing the price, according to Quiram, was to add a restriction on the number of trash barrels used to reduce trash and help boost recycling in town. But the idea that gained most favor from the selectmen was to move to a fully-automated collection program.

"We should go to automated," said Selectmen Clerk Nancy Hyde. "The time has come for a lot of reasons, not the least of which is it saves us a lot of money."

Added Selectmen Third Member Phil Shapiro, "I would agree. If you think about the financial impact over time, I think this is preferable."

The current contract involves the uses of manual garbage trucks, and the transition to the new contract would involve trucks that are automated and include mechanical parts to pick up and empty trash barrels, as opposed to a worker doing so manually.

The automated trucks would not require the use of that extra manual worker, which means a significant decrease in costs incurred for worker's compensation and insurance.

"They're in a much lower rate bracket when they're not on the back of the truck," said Claire Sullivan, a member of the Westwood Environmental Action Committee Monday night.

The fully-automated service contract would also include one 64-gallon trash barrel for each home to use for weekly trash pickup. The town would provide the barrels as part of the program, and residents could pay for an extra trash barrel upon request for \$150 each.

"People could buy extra carts if they have extra trash they want to put out, or they could buy an extra cart for recycling," Quiram said.

Recycling, meanwhile, would continue on a bi-weekly basis, and residents would be provided with a 96-gallon recycling barrel as well.

The board also considered the possibility of moving from a bi-weekly recycling pickup to a weekly program, but said there isn't enough evidence to warrant such a change, based on data Quiram calculated. Moreover, the incremental cost of weekly recycling would be about \$100,000.

"I don't think we're ready for that yet," Hyde said. "It's not worth providing that service if it didn't reap significant benefit."