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Municipality/Organization: Town of Webster, MA

EPA NPDES Permit Number: MAR041170

**Annual Report Number
& Reporting Period:** No. 10: April 1, 2012 – March 31, 2013

NPDES EPA Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: J.T. Gaucher, P.E. **Title:** DPW Director

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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: Don D. Bourque

Title: Chairman, Board of Selectman

Date: 5-1-13

Part II. Self-Assessment

The Town had developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA and DEP Phase II NPDES permit requirements;
2. Incorporating storm water protection measures into municipal activities;
3. Focusing activities on target pollution reduction (e.g. Section 303.d. waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

The Water Quality Stewardship element of the program focused on the protection of the local water supply and addressing the State's Section 303.d waters located within the Town. To this end, staff will continue to develop and improve the Program activities to reduce storm water pollution to the maximum extent practicable and eliminate prohibited non-storm water discharges, while facilitating understanding and involvement in storm water management by various Town departments. Program priorities will also focus on increased efforts to reduce target pollutants and restore local water bodies.

The Town is committed to working with local watershed associations and local businesses to advance their goals and objectives. Another high priority of staff will be to keep abreast of the latest technology and approaches to achieve storm water management. Program activities will also strive to encourage environmental stewardship and continue to build on partnerships with other agencies, neighboring towns, and the community for active participation in accomplishing the Program mission.

During Year 10 of the 2003 Massachusetts Small Municipal Separate Storm Sewer System (MS4) permit, the Town began work on Webster's new comprehensive stormwater management program incorporating both elements of Webster's existing permit including developing bylaws for erosion control, stormwater management and illicit discharges, mapping the towns stormwater system, good housekeeping and public education as well as anticipated requirements under the draft (MS4) permit including identification and inspection of outfalls. Webster also participated in the Central Massachusetts Regional Stormwater Coalition (the Coalition) Community Innovation Challenge Grant, attending Coalition meetings and training sessions. Webster plans to utilize many of the technical tools developed through the grant. Webster continued support of the efforts of volunteer (Webster Lake Association/French River Connection) and governmental organizations (Central Massachusetts Mosquito Control Program).

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 10	Planned Activities
1.a.	Educational Flyers and Pamphlets Town Website (new)	DPW/Gaucher	# of materials created and distributed # of hits on town website	Webster has a dedicated stormwater page linked to its website. 544 hits were registered in the first year. Two new fact sheets were posted: “Why Webster Needs a Stormwater Bylaw”, and “What’s in your Stormwater?”. Posters were prepared for town meeting to help educate residents on stormwater basics and the new bylaws. The Town continues working in collaboration with the two volunteer watershed associations representing the major waterways/bodies in Webster – the Lake Webster Association and the French River Connection. Both of their websites promote smart landscaping, avoidance of phosphate application, and other storm water Best Management Practices (BMP’s). Roadside cleanup for Earth Day 2012 was advertised in the Webster Times.	Develop educational materials targeted specifically to residents, businesses, developers and industry. Material may include Educational Displays, local access cable announcements, informational pamphlets and press releases. Town intends to distribute two such messages in 2013. The town will provide a link to the Coalition educational website, www.CentralMAStormwater.org , focused on providing information about the project to a number of audiences, including the general public, educators, and kids.
1.b.	Newspapers – Press Releases	DPW/Gaucher	# of stormwater related articles published		See 1.a
1.c.	Local Cable Access Channel	DPW/Gaucher	# of public service announcements made on television	No public service announcements were made on television in Year 10. Presentations made to the selectmen and hearing on stormwater bylaws were televised on local cable TV.	Webster obtained a copy of the Pennsylvania State University documentary “Liquid Assets” and plans to play video on local cable. See 1.a

I.d.	Hazardous Waste Collection Day	DPW/Gaucher	# of people participating/list of materials collected	A Hazardous Waste Collection Day was not held due to budget cuts, but the town website includes a link to New England Disposal Technologies in Sutton, MA where household hazardous waste is collected for a fee.	Seek funding opportunities for setting up a regional Hazardous Waste Collection Day.
I.e	Educational Training Materials (new)	DPW/Gaucher	# of events where training materials are used	<p>The Coalition purchased an Enviroscope table focused on non-point source pollution education (http://www.enviroscopes.com/nonpoint-source.html). This tool is a hands-on, visual trainer to demonstrate the importance of good housekeeping and low-impact development for pollution prevention, with the objective of maintaining water quality in our communities.</p> <p>The Coalition purchased 100 water quality monitoring kits from the World Water Monitoring Challenge program (www.worldwatermonitoringday.org), which “builds public awareness and involvement in protecting water resources around the world by engaging citizens to conduct basic monitoring of their local water bodies”.</p>	<p>Advertise availability of the Enviroscope table and water quality monitoring kits to local schools and community groups.</p> <p>Offer training to groups for effective presentations with the Enviroscope.</p>

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10	Planned Activities
2.a	Stormwater Management Committee (new)	DPW/Gaucher	# of meetings held	A stormwater management committee was established to assist the town in developing Webster's Stormwater Management Plan and associated program elements, in compliance with the MS4 program. The committee met six times in Year 10 and was instrumental in passing the town's stormwater management bylaws.	The stormwater management committee will continue to provide input into development of program elements, and advise the consulting team as needed.
2.b.	Storm Drain Stenciling	DPW/Gaucher	# of drains stenciled	No stenciling conducted during this period	Purchase reusable storm drain stencils and advertise availability to community groups.
2.c.	Educational Outreach Materials (new)		# of presentations	Webster's consultant made two public presentations about Webster's new comprehensive stormwater management program, with content focused on educating elected officials and municipal department heads about the requirements of the 2003 Small MS4 Program, changes likely in the anticipated new Small MS4 Permit, and the financial impact these potential changes may have on Massachusetts communities. Both presentations were televised on local cable.	Make slide shows developed by the Coalition available to update elected officials and municipal department heads as needed.

2.d.	Stream Cleanup and Monitoring	DPW/Gaucher	# of participants and locations of streams	<u>Monitoring:</u> <ul style="list-style-type: none"> Webster Lake Association volunteers conducted monthly water quality sampling at Webster Lake from April 2012-October 2012. 8 volunteers assisted in sampling 21 events. French River Connection volunteers sampled 7 events at 5 locations within the French River. December 14, 2012 community presentation held on the state of Webster Lake 	Continue collaboration and encouragement of the monitoring and cleanup efforts of the Webster Lake Association, and the French River Connection.
2.e.	Roadside Cleanup Day	DPW/Gaucher	Hold volunteer-driven clean-up day once per year	The Town of Webster conducted an Earth Day roadside cleanup in April 2012 sponsored by the Webster-Dudley Business Alliance, the French River Connection and Dudley Conservation Land Trust. 6,840lbs of waste including 5,580lbs. of trash and 1,260lbs. of recycling was removed from roadsides and rivers.	Continue with support of Earth Day

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10	Planned Activities
3.a.	Mapping of Stormwater System and Outfall (modified)	DPW/Gaucher	Map locations of all stormwater structures	The town made considerable progress in mapping the MS4 system including outfalls, using a combination of digital information from the 2011 flyerover, field survey notes and existing data from site plans.	Continue to update system from new site plans as they become available, and verify mapped information with field survey.
3.b.	Identification of Outfalls (new)	DPW/Gaucher	# of outfalls located	Approximately 135 stormwater outfalls have been identified and funding approved to purchase outfall markers. The Coalition purchased two Leica surveying devices that will be helpful in completing field verification of outfall locations.	Continue field verification of digital and site plan information and identify outfalls with markers. Use Leica surveying devices to assist in outfall identification.
3.c.	Capital Planning/Budget	DPW/Gaucher	Amount of money needed for future projects	The town amended its original SRF loan for \$62,307 to improve the towns GIS mapping and plan archival system, purchase outfall markers, and develop a facility specific SWPPP for the Webster-Dudley WWTP.	Identify funding for capital projects as needed.
3.d.	Assess Current By-Laws/Amend to Meet Phase II Regulations	DPW/Gaucher	By-Law Language to prohibit illicit discharges Permit Tracking System	The town successfully passed a stormwater management bylaw including sedimentation and erosion control, post construction and illicit discharge bylaw components	Prepare rules and regulations to implement the stormwater bylaw and to prohibit illicit discharges. Develop a streamlined permitting process to facilitate process including permit compliance tracking.
3.e.	BMP Installation	DPW/Gaucher	# of BMP's installed	Replaced, repaired and cleaned non-functioning drain line on Fredrick's Street in conjunction with planned construction of new Fire/ Police facility.	Seek funding for additional installation of BMP's.
3.f.	IDDE Program Development (new)	DPW/Gaucher	# IDDE locations identified	SOP developed for locating illicit discharges, and a tracking sheet.	Continue development of IDDE program for Webster

3.g.	Inspecting Stormwater System Components (new)	DPW/Gaucher	# of inspections completed	<p>The Coalition purchased a tablet for the DPW to assist with ongoing inspection structures.</p> <p>The Coalition purchased a number of field kits to water quality field kits and meters to cover the field screening parameters expected to be listed in the pending Massachusetts Small MS4 permit</p>	<p>Continue development of stormwater system inspection program.</p> <p>Continue outfall monitoring for signs of potential illicit discharges by DPW Staff.</p>
3.h.	Develop Stormwater Management Program Web based GIS system (new)	DPW/ Gaucher	Implement GIS system for DPW and other town staff	Funding for Web based GIS system was approved	A Web based GIS system will be deployed to assist with implementing and managing the Stormwater program including outfall mapping, monitoring, IDDE program, permit tracking and site plan review.

Additional Activities: Town conducted fecal coliform sampling weekly during summer months at beaches along Webster Lake. Webster Lake Association and French River Connection sampling activities and results are detailed in the Public Participation MCM, and were shared with the Town and DEP.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 10	Planned Activities –
4.a.	Site Plan Review	Planning Board, Conservation Commission	# of sites reviewed prior to construction	Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water & Sewer superintendents and the Town's consulting engineering firm review all proposals. The Town received 5 plans for Site Plan review between April 2012 and March 2013. The Conservation Commission reviewed 11 Notices of Intent for compliance with the MA Stormwater Management standards under the MA Wetlands Protection Act.	Continue plan review under existing by-law (until rules and regulations are in place) and Wetland Protection Act. Continue to work with developers to incorporate BMPs during construction activities.
4.b.	Building Permit Requirement (modified)	Building Dept.	# of simple stormwater permits issued	This BMP will be modified to reflect changes in the new stormwater rules and regulations.	The building inspector will issue simplified stormwater permits under the new stormwater rules and regulations, and will be tracked
4.c.	Inspection	Planning Board/ Conservation Commission DPW	# of sites inspected	During the 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 project.	Modify inspection /reporting as required under the new by-law and Wetland Protection Act and continue documenting the number of site visits during the year.
4.d.	Assess Planning Board Regulations/Amend to meeting Phase II Regulations	Planning Board	Regulations to control runoff from construction projects Permit tracking system	Bylaws were drafted and passed at town meeting that includes construction site runoff control.	Develop rules and regulations to implement construction site runoff controls. Develop a streamlined permitting process to facilitate process including permit compliance tracking.
4.e.	Erosion and Sedimentation Control Standard Operating Procedure (SOP) (new)	Building Inspector/ Planning Board	Erosion and Sedimentation Control SOP	SOP developed to minimize discharges from land-disturbing activities and addresses design, planning, construction, inspection tools and activities that can serve as BMPs.	Webster will evaluate adoption of this SOP. BMP specific inspection requirements for construction will be evaluated for addition to stormwater rules and regulations.

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 10	Planned Activities
5.a.	Eliminating Curbs and Gutters	Highway/Pizzetti	# of curb cuts made in existing developments	The Town issued 13 curb cuts between April 2012 and March 2013, two more than the past permit year.	Continue to monitor curb cuts.
5.b.	Urban Forestry	DPW/Gaucher	# of trees planted as a result of urban forestry	No trees were planted during the reporting period.	Continue to endorse tree planting programs in town.
5.c.	Zoning	Office of Community Development	The amount of open space protected by zoning codes	No change this year.	Continue to look for opportunities to increase open space.
5.d.	Assess Town Regulations/Amend to meet Phase II Regulations	Planning Board	Regulations to control post-construction runoff Permit tracking system	Town successfully drafted and passed bylaws at town meeting that include post-construction runoff control.	Develop rules and regulations to implement post construction site runoff. Develop a streamlined permitting process to facilitate process including permit compliance tracking.
5.e.	Stormwater Best Management Practices (BMP) Tool Box (new)	Building Inspector	Stormwater BMP technical data, design factors, and construction limitations for single family and small commercial projects	Town is evaluating a Stormwater Best Management Practices (BMP) Toolbox, consisting of stormwater post-development tools currently permitted and encouraged for small development or redevelopment, specifically single-family homes and limited commercial renovations.	BMP Toolbox information will be evaluated by the stormwater committee and may be adopted as a reference to support design standards for simplified stormwater permits.

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 10	Planned Activities
6.a.	Parking Lot and Street Cleaning	Highway/ Pizzetti	# of scheduled road cleanings	The Town of Webster has approximately 140 miles of streets. From April 2012 to March 2013 all streets and parking lots were swept in the Spring and Fall. Main Street and trouble spots received additional sweeping as needed.	Continue to sweep all paved streets.
6.b.	Road Salt/Sand/Mix Application and Storage	Highway/ Pizzetti	Cubic yards of salt/sand/mix applied to roadways and location of storage.	In Permit Year 10, the Town continued use of ClearLane and has discontinued the use of road sand.	Continue the use and advocacy for the ClearLane Enhanced Deicer.
6.c.	Drain System Cleaning	Highway/ Pizzetti	# of storm drains cleaned regularly	1,000 catch basins were cleaned and documented within the reporting period.	Continue the program and improve efficiency annually.
6.d.	Outfall Cleanup and Monitoring	DPW/Gaucher	# of outfalls examined and cleaned	<ul style="list-style-type: none"> Highway Dept: Approximately 30 storm drain outfalls were cleaned both in the spring and fall. Brush is cut back, debris removed, and structural integrity is noted. Central Mass Mosquito Control: 61 roadside culverts and 855 feet of stream cleaned in various locations 	<ul style="list-style-type: none"> Continue outfall mapping and monitoring for signs of potential illicit discharges by DPW Staff. DPW to incorporate the CMMCP IDDE observations into their IDDE program. Continue participation in the Central Mass Mosquito Control Project.
6.e.	DPW Employee Education	DPW/Gaucher	# Employees Trained; # Facilities	30 DPW employees trained off-site in right-to-know compliance.	Continue to hold annual training to cover illicit discharge detection procedures and good housekeeping practices and procedures.
6.f.	Municipal Operation and Maintenance Procedures (new)	DPW/ Gaucher	Guidance for Municipal Activities	SOPs developed to provide guidance on activities such as outfall inspection (both dry weather and wet weather), catch basin cleaning, erosion and sedimentation control, oil/water separator maintenance, use and storage of pesticides and fertilizers, and municipal vehicle washing.	Written procedures to address operation and maintenance of municipal activities will be tailored to individual facilities with higher pollution potential.

6.g.	Sump Pump Discharge Policy (new)	DPW/Gaucher	Sump Pump Discharge Policy	<p>Town is evaluating a Sump Pump Discharge Policy to respond to needs to remove sump pumps from the sanitary sewer system without causing property damage or creating a hazardous condition for the public. The Policy discusses considerations related to potential contamination and reduction in capacity of the storm drain system when sump pumps are permitted to connect to the drainage system, and lays out a situational approach to provide flexibility in administering a policy. The Policy includes guidance for when such a connection should be considered, what information the municipality can request from a residential or commercial property to guide in its decision, and outlines the responsibilities of the property owner</p>	Webster will evaluate incorporating the Sump Pump Policy into DPW rules and regulations.
6.h.	Salt/Sand Benchmarking (new)	DPW/Gaucher	Salt/Sand Benchmarking tool	<p>Town is evaluating a Salt/Sand Benchmarking tool developed to guide Coalition member communities in determining the present loading rate of chloride (per lane-mile) presently applied by its salt trucks and other municipal vehicles, regardless of the compound (e.g.: sodium chloride, green salt, calcium chloride) or form (e.g., solid or liquid, mixed with sand), and in evaluating alternative application methods and materials to current practices. The spreadsheet guides communities through an equipment calibration process and suggests a target reduction rate that is coupled to and appropriate for the benchmarked loading rate.</p>	DPW will evaluate use of the Salt/Sand Benchmarking tool in future DPW operating policies and guidelines.

6.i	Municipal SWPPP (new)	DPW/Gaucher	Develop Stormwater Pollution Prevention Plans (SWPPP) for Municipal Facilities	A SWPPP template was made available through the Coalition that covers many types of municipal properties such as highway department garages and public works yards, where salt is stored and vehicle maintenance or storage is completed, as well as parks, golf courses, and cemeteries, where fertilizers and pesticides may be applied and lawn mowing activities may result in small spills.	Facility specific SWPPP's will be developed for the Towns Highway Facility, Material Storage Yard, Waste Water Treatment Facility and Water System Pump Stations.
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