

Municipality/Organization: Town of Westford, MA

EPA NPDES Permit Number: MA041232

MADEP Transmittal Number: W-035577

**Annual Report Number 11
& Reporting Period: April 1, 2013 -March 31, 2014**

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, 2014

Part II. Self-Assessment

As of the end of Permit Year 11, the town of Westford has achieved all measurable goals for the BMPs selected in the 2003 Notice of Intent as well as those BMPs added in subsequent years. Below are some highlights of the initiatives and stormwater related advancements made over the last year:

The town recently concluded an extensive designer selection process to hire a highly qualified consulting firm that would work with the town to prepare a comprehensive, town-wide Stormwater Management Master Plan (SMMP). The result of the qualification based search was the unanimous selection of Tighe & Bond as the top ranked consultant by a ten member designer selection committee comprised of various town staff, residents, local business owners and other stormwater stakeholders. The SMMP will provide the town with the information and guidance needed to proactively manage the town assets and natural resources and will include: a Long-Term Capital Improvement Plan, an Operation and Maintenance Plan, Stormwater Management Plan for compliance with the anticipated reissuance of the Massachusetts “Small MS4” General Permit, and a Funding and Financing Alternatives Study which will include an analysis on the feasibility of a stormwater utility. The SMMP will also include as a public outreach program, recommendations for coordination of local programs, organizational changes, next steps, and costs for plan implementation. The town is currently in the process of finalizing a \$194,000 professional services contract with Tighe & Bond for this work. It is anticipated that the project will take approximately 18 months with a master plan report finalized sometime in the fall of 2015.

This year Westford became a founding member of the newly formed Northern Middlesex Stormwater Collaborative (NMSC). The NMSC is a stormwater organization comprised of several municipalities focused on working to address stormwater pollution and improve water quality through increased coordination, collaboration and communication on a regional level. The NMSC assists communities with public education, training, procurement, management and administrative tasks necessary for managing stormwater. The Town Engineer and Highway Superintendent were appointed to serve as Advisory Board Members and to attend monthly NMSC meetings.

A Healthy Lakes & Ponds Collaborative (HLPC) was formed in August of 2013 in an effort to help improve and maintain the health of Westford’s lakes and ponds. The collaborative includes representatives from various town departments, town residents, as well as other community groups with the common goal of preserving important natural resources and reducing the impact of nutrient overload on the town’s numerous water bodies. The HLPC received \$47,000 in funding at FY15 Annual Town Meeting to procure professional consulting services for the development of a lakes and ponds management and preservation program plan. A HLPC flyer is scheduled to be included with 3rd & 4th quarter tax bills.

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 11 (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). Pollution Warning mailed to all Westford Residents in 2014 Census Newsletter.	Continue displaying flyers at public places. Join mailing opportunities with Town Clerk’s Office, Water Department and Town Manager’s Monthly Newsletter.
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 2013-2014 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.		
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 Special & Annual Town Meetings.	Continue to implement and utilize SuAsCo Year 1-6 products and display products at Special & Annual Town Meetings and at other appropriate community meetings.
Revised					
1E	Stormwater Video	SuAsCo & Westford DPW	Show video at one public meeting and once on local cable.	Broadcasted <i>Reining in the Storm</i> stormwater video on Westford Community Access TV.	Re-broadcast <i>Reining in the Storm</i> on local access TV in 2014 and continue to provide web link for <i>Spotlight on</i>

Revised				Web link provided on Engineering website for <i>Spotlight on Stormwater</i> as broadcast on Westford Community Access TV and presented at Board of Selectmen meeting by Town Engineer.	<i>Stormwater</i> on the town's website.
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				Westford Litter League Green Team continues to remove trash across the Town. Information can be found on Recycling Commission's website.	Continue to support Westford's Litter League. Information can be found on Recycling Commission's website.
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 and on the Town's website.	Continue mailings and displaying pamphlets at public places and on Town website at http://www.westfordrecycles.org .
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 "2013-2014 Westford Directory" on pages 36-37.	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 published in "2013-2014 Westford Directory" on pages 12 & 21.	Continue placing the leaf dumping article in the Westford Directory.
Revised			Posted on Cons-Comm website		
1K	Leaf Dumping Pamphlet to Public	Conservation Commission	Copy of pamphlet, # of residents reached.	Contact information for leaf disposal and compost published in local phone book, "2013-2014 Westford Directory" on Page 12 & 21.	Continue publishing information on proper leaf disposal and composting.
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.	Conservation Resource Planner distributed pamphlets to various residents suspected of leaf dumping. Pamphlets displayed at 2013 Water Department Open House and Environmental Health and Wellness Expo.	Continue to distribute leaf dumping Pamphlets at various Town events and to residents suspected of leaf dumping.
Revised					
1M	Fertilizer Pamphlet to Businesses	Water Department	Copy of pamphlet, distributed to all landscaping businesses.	Town Staff participated in panel discussion at Sustainable Westford Winter Series on Organic Lawn Care with Chip Osborne to promote residential compliance with town's Pesticide Policy in 2012. Enforced town pesticide policy.	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.	Healthy Lawns for Healthy Families fertilizer information provided in April & October 2013 Water Department newsletters as well as on the Westford Water Department website.	Continue promoting Healthy Lawns for Healthy Families and include fertilizer information in semi-annual newsletters.
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 made available at the Board of Health Department and Water Department. Pamphlets were also made available at 2013 Water Department Open House and Environmental Health and Wellness Expo.	Continue displaying pamphlet at the Board of Health and Water Department in addition to displaying at other town events.
Revised					
1Q	Hazardous Material Bylaw Info. on Website	Board of Health	Maintain website regularly.	Hazardous Material Bylaw was updated and approved at Annual Town Meeting. Info on the updated bylaw is posted on the Town's Health Department website.	Continue website postings.
Revised					

1a. No additions at this time.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Interim Period
2A	Stormwater Traveling Display	SuAsCo & Westford DPW		Completed in Year 1. Display used at 5 th grade Living Lab program, Town Meeting and Water Department Open House. SuAsCo “Go Green” display set up at Town Meeting.	Continue using the displays and pamphlets at the 5 th grade Living Lab program, Town Meeting, Water Department Open House and other appropriate public events.
Revised					
2B	Poster Contest for Fifth Grader	SuAsCo & Westford DPW	Poster contest is held and entries are received, judged and displayed in year 2.	Conducted annual Water Department 4 th Grade Poster Contest with a water conservation and pollution prevention theme. Winning posters are displayed on the Water Department website.	Continue 4 th Grade Poster Contest.
Revised	<i>Revised to 4th Graders</i>	Westford Water Department			
2C	Poster Contest for High Schoolers	SuAsCo & Westford DPW	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.
Revised		Eliminated from Year 3 product by SuAsCo.			
2D	Local Stormwater Summit Event	SuAsCo & Westford DPW	Hold local multi-community summit in year 4.	Completed in Year 4.	Continue information sharing with other stakeholders across the Nashoba Brook sub-basin.
Revised		SuAsCo W. C. C. Land and Habitat Working Group			
2E	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.
Revised					

2F	Curbside Recycling	Department of Public Works	Continued Town service.	Curbside recycling was picked up every other week.	Continue Curbside Recycling program.
Revised					
2G	In Town HHW Drop-off	Department of Public Works	Hold at least one event per year.	Electronics Collection was on 4/6/13 & 9/21/13 at the Westford Highway Facility. Household hazardous waste collection event occurred on 11/3/12 (held every other year).	Hold HHW event in Westford in fall of 2014.
Revised			Every other year.		
2H	HHW Drop-off in Lexington	Department of Public Works	Advertise service on the Town website and in flyers.	Advertised on Recycling Commission website at www.westfordma.gov and in the 2013- 2014 Westford Directory on Page 36-37.	Continue to advertise and promote HHW collection opportunities.
Revised			Also advertise in local phone book.		
2I	Leaf Drop-off at Laughton's Nursery	Department of Public Works	Continue service of leaf drop-off.	Laughton's Nursery has been closed and developed into a residential subdivision. Leaf drop off was available at Jones Farm, Drew Garden and BMC Corporation for a fee and advertised on the town website.	Continue to advertise leaf drop-off available at Jones Farm, Drew Garden and BMC Corporation.
Revised			Advertise on the Town website.		
2J	Brush Drop-off in Westford	Department of Public Works	Hold one collection in April and October.	Brush chipping service provided on 4/27/13 & 10/19/13 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.	Electronic devices were collected at the Highway Department on 4/6/13, 6/22/13 & 9/21/13.	Continue to collect electronic devices at events twice per year.
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.	Small mercury-containing devices were collected at the Board of Health Department counter.	Continue Mercury Drop-off at Board of Health office.

Revised			Mercury Drop-off available at Board of Health Office.		
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.	Hold a public meeting to inform residents of the stormwater program.
Revised		Engineering Department		<i>Spotlight on Stormwater</i> is available for viewing on Westford Community Access TV with a link on the Engineering Department website.	
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.
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 11 (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. The Stormwater Map includes the location of all drainage structures, outfalls, receiving waters and some connectivity.	Maintain GIS database and continue to improve Stormwater Mapping as additional information is collected.
Revised		Engineering Department/ GIS			
3B	Illicit Discharge Bylaw	Engineering/ Conservation	Present draft bylaw to public in year 4, adopt in year 5.	Illicit Discharge Bylaw completed and adopted in 2008.	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.	An IDDE plan and manual was finalized in June 2012 by Woodard & Curran which included a protocol and written strategy for Illicit Discharge Detection and Elimination activities.	Continue to screen and inspect outfalls for illicit discharges. Continue to implement the IDDE plan developed by Woodard & Curran.
Revised			Prioritize areas of known water quality problems for inspections and removal of illicit discharges.		
3D	Illicit Discharge Education for Public	SuAsCo/Public Works/ Highway/ Water/ Board of Health	Continued public education under Control Measures 1 and 2.	Pollution Warning mailed to all Westford Residents in 2014 Census Newsletter.	Include public education during the SMMP development process. 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.	The Town entered into a professional services contract with Woodard & Curran to provide training for municipal staff and volunteers for stormwater outfall investigations and sampling in accordance with the town's IDDE Plan.	Continue municipal employee training programs.
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 11 (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 and Stormwater Management Regulations.
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. Site Plans are also reviewed and discussed with a Technical Review group comprised of Town staff from various Departments along with developers.	Continue to review Site Plans in accordance with Site Plan Review Bylaw, Wetlands Bylaw & Stormwater Management Bylaw procedures. Also continue to hold Technical Review meetings with developers and designers to evaluate site plan criteria and incorporate Stormwater Regulations during early stages of design.
Revised					
4E	Site Inspection & Enforcement	Engineering/ Planning/ Conservation	Records of current enforcement actions, site inspection procedures for all land disturbance >1 acre.	Site inspection procedures for land disturbances > 1 acre enforced as outlined in the Stormwater Management Regulations and in accordance with the mandatory SWPPP. Active sites are inspected on a daily to weekly basis depending on site activity and weather conditions.	Continue enforcement of Stormwater Management Bylaw & Stormwater Management Rules & Regulations.
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. 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.
Revised	Procedure to Address Public Comment		Record of calls and issues addressed.		

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 11 (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 & Stormwater Management Regulations, including a SWPPP with O&M requirements.	Continue enforcement of Stormwater Management Bylaw and Regulations.
Revised					
5B	Structural & Non-Structural BMPs	Engineering/ Planning/ Conservation	BMP design standards specific to the Town of Westford.	BMP design standards were incorporated in the Stormwater Management Rules & Regulations as adopted on November 5, 2012.	Hold meetings with local developers and project designers to evaluate BMPs and design standards.
Revised	BMP Design Standards				
5C	Long-Term Operation & Maintenance	Engineering/ Planning/ Conservation	O&M Plan/template and procedures required for new and redevelopment	O&M standards were incorporated in the Stormwater Management Regulations, including a requirement to record applicable Operation & Maintenance agreements.	Oversee compliance of O&M plans for all projects subject to the Stormwater Management Rules & Regulations.
Revised					
5D	Structural BMP Implementation Procedures	Engineering/ Planning/ Conservation	Inspection and enforcement procedures to ensure BMPs are installed properly.	Structural BMP's installed and inspected for compliance with the Stormwater Management Rules & Regulations.	Continue inspections for compliance.
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 11 (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 and to identify any illicit discharge connections.	Continue catch basin cleaning and inspection program annually. Continue documenting structure conditions and sediment data for future cleaning and maintenance priorities. Continue to identify illicit discharge connections.
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					
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	NMSC scheduled a NPDES Annual Good Housekeeping training seminar for municipal employees for March 31, 2014. Due to inclement weather the seminar had to be rescheduled to May 2014.	Continue providing 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.	The town's Hazardous Materials Storage Bylaw was updated and approved at Annual Town Meeting. The updated bylaw now requires improved reporting & record keeping, regular inspections, yearly permitting and more stringent storage practices. Municipal facilities are also evaluated on a regular basis for pollution issues.	Continue to follow the requirements of the updated Hazardous Materials Storage Bylaw. The SMMP will include an inventory and evaluation of municipal activities and facilities and a plan with recommendations for pollution prevention practices.
Revised					
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. The Town is awaiting HMGP funding from FEMA in order to put the Route 40 culvert out for public bid.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Not Applicable - There are no final TMDLs at this time, however Westford continues to evaluate the impairment status of receiving waters. See below.

7a. No additions at this time.

7b. WLA Assessment

In June of 2012 Woodard & Curran prepared a “Receiving Waters Impairment and TMDL Update” report which serves as an update to the Watershed Action Plan (WAP) developed for the Town in 2007. The update provided a summary of water quality impairments in Westford including pollutant sources, applicable TMDLs and respective waste load allocations, and classification under the State Surface Water Quality Standards. The update also outlined the EPA’s General Permit requirements applicable to impaired waterbodies and TMDLs.

Beaver Brook, Stony Brook, Deep Brook, Heart Pond and Nashoba Brook are listed as 303(d) listed waters that are classified as Category 5 “Waters Requiring a TMDL” based on the Final 2010 Integrated List of Waters. The report summarizes recommended BMPs for pollutants of concern for each of these impaired waterbodies. Water quality concerns associated with the impaired waters are and will continue to be addressed through the implementation of these recommended BMPs as well as the implementation of BMPs specified under the six minimum measures for Phase II, as outlined in the Westford Stormwater Management Plan (SWMP).

The future Stormwater Management Master Plan (SMMP) being developed by Tighe & Bond will also review the status of surface waters within the town and provide further recommendations on addressing existing impairments. Tighe & Bond will also provide the town with TMDL recommendations including the potential need and costs for future retrofit projects.

Part IV. Summary of Information Collected and Analyzed

Approximately 50 drainage structures were reviewed and inspected in the field. Additional information is available at the Engineering Department.

Part V. Program Outputs & Accomplishments (OPTIONAL)

A summary of the significant program outputs and accomplishments can be found on page #2 of this report under the Part II. Self-Assessment section.

The Westford Stream Team continued sampling streams across Westford and published findings to the Westford Conservation Commission including a preliminary results report for the “Vine Brook Special Study” dated July 10, 2013.

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures (Fiscal Year)	(\$)	\$89,825

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	(#)	See Section 2G
▪ community participation	(%)	U.K.
▪ material collected	(tons or gal)	U.K.
School curricula implemented	(y/n)	Yes: 5 th Grade
* 2014 Census Newsletter mailing sent to every Westford Household.		
** Northern Middlesex Stormwater Collaborative, Healthy Lakes & Ponds Collaborative & Stormwater Management Master Plan Technical Advisory Committee		
*** Nabnasset Improvement Association & Friends of Forge Pond Annual Clean Up		

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

Mapping and Illicit Discharges

Outfalls 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	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0%
% 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)	(#)	4 (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	(#)	7

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	(#)	3,145
Storm drain cleaned	(LF or mi.)	400 LF Approx.
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	466.55 Tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Disposal
Cost of screenings disposal	(\$)	\$7,698.08
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)	131.77 Tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Disposal
Cost of sweepings disposal	(\$)	\$2,174.21
Vacuum street sweepers purchased/leased	(#)	1 owned*
Vacuum street sweepers specified in contracts	(y/n)	Y*
*The Town owns 1 mechanical sweeper and contracts another sweeper when needed.		

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 <i>Ice-Ban (MgCl₂) is applied to salt (NaCl) with a sprayer for use in de-icing activities. The town follows MassDOT guidelines for anti/de-icing material application.</i>	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	U.K.
Pre-wetting techniques utilized	(y/n)	Yes
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Auto
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