

**Municipality/Organization:** Westwood Massachusetts

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**EPA NPDES Permit Number:** MA 041069/MA DEP

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**MaDEP Transmittal Number:** W- 036108

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**Annual Report Number  
& Reporting Period:** No.10: March 13-March 14

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Todd Korchin 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: 

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Printed Name: Todd Korchin

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Title: Director of Public Works

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Date: April 30, 2014

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## **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.

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 first major sewer system Inflow and Infiltration (I&I) lining project has been completed. The DPW has received bids and has awarded the second major I&I project and expects to commence work in the spring of 2014. The total contract price was approximately \$1.2 million.

Automated solid waste and recycling collection continues in its second year, with success. Westwood's recycling program has experienced a boost due to the implementation of automated collection. The continuation of leaf and grass clipping pickups, ten per year, eliminates these products from entering the solid waste stream.

The Town provides opportunity for residents to dispose of household hazardous waste once during the year at the DPW facility. The DPW contracts with a hazardous waste disposal service to collect and dispose of items that residents drop off during that day. This helps prevent illegal and detrimental disposal of oils, paints and chemicals into our environment and ultimately to our waterways.

The Town of Westwood has partnered with the Neponset River Watershed Association (NRWA) in 2 separate grant programs that are currently ongoing. One grant will allow the Town and NRWA to identify locations for and design low impact drainage BMP's. The second grant provides 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. In addition to the 2 ongoing grant programs, NRWA and Westwood, and other Towns jointly applied and was granted funds to create the Neponset Valley Regional Stormwater Collaborative. This grant was through MAPC's Community Innovation Challenge Grants program.

The Town continues to work with Engineering Consultants to review all existing material as well as preparing for the new EPA permit upon release. We have been reviewing the NH Draft permit in order to begin implementing some of the anticipated required measures. 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 plan and implement a new stormwater program that will comply with all new regulations.

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

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 10</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 11</b>
1.1 Revised	Develop brochure to be Distributed with sewer bills.	DPW/ T Korchin	Brochure 1/yr for 3 years ----- Brochures continue to be distributed.	Year 10 – Brochure is posted online.	Continue program.
1.2 Revised	Newsletter Article	DPW/ T Korchin	Article 1/yr for 3 years ----- Articles continue to be published	Year 10 – Helpful Education to Save Resources	Continue program.
1.3 Revised	Establish storm water hotline.	DPW/ T Korchin	Storm water hotline 781-326-8661 -----	Maintained on website.	Continue program.
1.4 Revised	Newspaper Article	DPW/ T Korchin	Article 1/yr ----- Articles continue to be published.	Article in local newspaper on new trash and recycling collection.	Publish article.
1.5 Revised	Survey of public awareness	DPW/ T Korchin	Survey of Public Awareness -----	Survey completed.	Results will be used when writing program for new permit.

**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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
2.7 Revised	Signage for major tributaries	DPW/ T Korchin	Signs installed & Maintained	Completed - Signs installed	Maintain signs as needed.
2.8 Revised	Storm water planning committee	DPW/ T Korchin	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/ T Korchin	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/ T Korchin	Catch basin Stenciling	All Catchbasins stenciled in the last few years utilizing Boy Scouts.	Continue program.
2.12 Revised	Establish Education Program	Sch. Dept.	Engender public education support	Working with existing 7 <sup>th</sup> grade watershed 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. <a href="http://www.keepourtownclean.com/ma/westwood/westwood.php">http://www.keepourtownclean.com/ma/westwood/westwood.php</a>	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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
3.14 Revised	Map outfalls & receiving waters	DPW/ T Korchin	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/ T Korchin	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/ T Korchin	Report on dry weather screening	10 outfalls were inspected during dry weather.	Continue program.
3.17	Develop system for elimination of illicit discharges	DPW/ T Korchin	Identification of illicit discharges	Combined efforts of the Engineering and Sewer department have conducted dry weather screening, outfall testing, and report follow up. Phase 2 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 T Korchin	Remove Illicit discharge	No Illicit discharges identified.	Program up to date. Continue program.
3.20 Revised	Hazardous waste recycling day	DPW/ T Korchin	Hazardous Waste Recycling Day	A town wide hazardous waste recycling day was held in September 2013.	Hazardous Waste Recycling Day in Fall 2013 Electronic Recycling Day Spring 2013.
3.21, 22,23 Revised	Dry & Wet weather sampling	DPW/ T Korchin	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/ T Korchin	Reports for dye tests on identified illicit Discharge	A comprehensive Phase 2 I&I study is being 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	Phase 2 I&I study complete, from the results a \$1.2 million sewer pipe lining and manhole rehab. Project has been developed and bid.	project will be constructed and further I&I shall be identified.
Revised					
3.28	Rehabilitate, patch, etc. problem areas.	DPW/R Angelo	Reports on areas rehabbed.	study complete and project developed for construction	continue to investigate problem areas and develop a plan of action
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	study and project shall identify and eliminate any illegal connections to the sanitary sewer system.	Complete construction of Phase 2.
Revised					
3.33	Work with DEP – TMDL plans	DPW/ T Korchin	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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
4.35 Revised	Conduct regular inspections during construction	Conservation/DPW	Inspections	Engineering Dept and Conservation Agent conduct inspections during construction.	Continue program.
4.37 Revised	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.
4.47 Revised	Inspection of sites by Town Engineer w/ checklist	DPW/ C Gallagher	Construction site inspection by checklist	Checklist has been established.	Inspect using checklist.
Revised					
Revised					
Revised					
Revised					

#### 4a. Additions



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

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 10</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 11</b>
5.50 Revised	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.
5.51 Revised	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.
5.52 Revised	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.
5.53 Revised	Inspect discharges	DPW/ T Korchin	Inspect Discharges	10 Outfalls were inspected.	Continue program based on new permit.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 11
6.55 Revised	Improve street and parking lot sweeping	DPW/ T Korchin	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/ T Korchin	Report on material removed.	2205 catch basins were cleaned in 2013.	Catch basins will be cleaned in 2014.
6.57 Revised	Experiment with alternatives to road salt	DPW/ T Korchin	Alternative roadway De-icing methods.	Safe-Melt is used to aid in de-icing roadways.	Alternatives, such as salt brine 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 <a href="http://epa.gov/watersense/">http://epa.gov/watersense/</a>	Continue program.
6.61 Revised	Investigate recycling program enhancement	DPW/ T Korchin	Expanded recycling program	Applied for and received a grant from the MADEP for hiring of a recycling coordinator.	Assess the Town's current recycling efforts and work towards encouraging increased recycling
6.64 Revised	Expand employee training	DPW/ T Korchin	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/ T Korchin	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.

Phase 2 & 3 of the sewer lining and manhole rehabilitation project was developed, bid and will soon be constructed. The project consists of lining of approximately xx linear feet of sewer main and rehabilitation of xx manholes. Project is expected to be constructed during the summer and fall of 2014.

**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		
<ul style="list-style-type: none"> <li>▪ days sponsored</li> <li>▪ community participation</li> <li>▪ material collected</li> </ul>	(#) (%) (tons or gal)	1/yr 6 y
School curricula implemented	(y/n)	y

**Legal/Regulatory**

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

<ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control</li> <li>▪ Post-Development Stormwater Management</li> </ul>		X	review with grant.
Accompanying Regulation Status (indicate with "X")		X	
<ul style="list-style-type: none"> <li>▪ Illicit Discharge Detection &amp; Elimination</li> <li>▪ Erosion &amp; Sediment Control</li> <li>▪ Post-Development Stormwater Management</li> </ul>		X	Local ordinances under review with grant.

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	227
System-Wide mapping complete	(%)	100%
Mapping method(s)		
<ul style="list-style-type: none"> <li>▪ Paper/Mylar</li> <li>▪ CADD</li> <li>▪ GIS</li> </ul>	(%)	100%
Outfalls inspected/screened	(%)	0
Illicit discharges identified	(%)	100%
Illicit connections removed	(# or %)	10
% of population on sewer	(#)	0
% of population on septic systems	(#)	0
	(est. gpd)	
	(%)	97%
	(%)	3%

**Construction**

Number of construction starts (>1-acre)	(#)	2
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	(#)	1

**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 screenings (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)	100 ton
Disposal of screenings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of screenings disposal	(\$)	\$750
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 Safe Melt used as needed	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl	5% +/-
Safe Melt is bio-degradable, safe around vegetation and people		
Pre-wetting techniques utilized	(y/n)	Yes
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
Storage shed(s) in design or under construction	(y/n)	No