

**Municipality/Organization:** Town of Westminster

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**EPA NPDES Permit Number:** MAR041233

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**MaDEP Transmittal Number:** W-040498

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**Annual Report Number  
& Reporting Period:** No. 11: March 14-March 15

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Mr. Joshua Hall **Title:** Director of Public Works

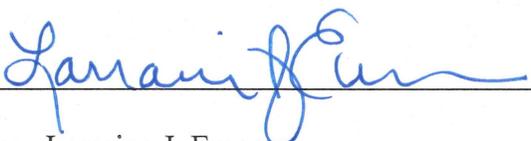
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**Telephone #:** (978) 874-5572 **Email:** jhall@westminster-ma.gov

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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:** Lorraine J. Emerson

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**Title:** Chairman, Public Works Commission

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**Date:** April 21, 2015

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## **Part II. Self-Assessment**

The Town of Westminster (the “Town”) has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part I. D            The Town has yet to determine storm water waste load allocation provisions of the total maximum daily load (TMDL).

**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 5   | Progress on Goals- Permit Year 6   | Progress on Goals- Permit Year 7  | Progress on Goals- Permit Years 8 & 9 | Progress on Goals- Permit Year 10 | Progress on Goals- Permit Years 11 & 12 |
|----------|-------------------------------|-------------------------------|-----------------------------|--|--|---|---------------------------------------|-----------------------------------|---|
| 01       | Storm Water Education Program | Joshua Hall                   | Information Pamphlet Series | The Town has developed an additional pamphlet targeting homeowners surrounding water resources.  | Completed  | Completed   | Completed                             | Completed                         | Completed                               |
| 02       | Public School Outreach        | Joshua Hall                   | Educational Display         | The SW Committee is making the new pamphlet available for use in stormwater pollution education for the middle school and High School. | The SW Committee is making the new pamphlet available for use in stormwater pollution education for the middle school and High School. | The SW Committee will continue to make the new pamphlet available for use in stormwater pollution education for the middle school and High School |                                       |                                   |   |
| 03       | Internet Outreach             | Joshua Hall                   | Town Web link to SW Page    | SW web site will be updated with new pamphlet information related to SW pollution control.   | No new information   | No new information  | No New Information                    | No New Information                | No New Information                      |
| 04       | Storm Drain Awareness         | Joshua Hall                   | Stencil Storm Drains        | DPW has begun stenciling CB in the stormwater fallout areas.   | DPW has completed stenciling CB in the stormwater fallout areas  | Completed   | Completed                             | Completed                         | Completed                               |

**1a. Additions**

|    |                     |             |   |   |                     |                     |                     |                     |                    |
|----|---------------------|-------------|---|---|---------------------|---------------------|---------------------|---------------------|--------------------|
| 05 | Television Outreach | Joshua Hall | Air <i>After The Storm</i> video on local cable channel | Continue to show video a few times during the year. | No new information. | No new information. | No new information. | No new information. | No new information |
|----|---------------------|-------------|---|---|---------------------|---------------------|---------------------|---------------------|--------------------|

## 2. Public Involvement and Participation

| BMP ID # | BMP Description         | Responsible Dept./Person Name | Measurable Goal(s)          | Progress on Goal(s)- Permit Year 5  | Progress on Goals – Permit Year 6 | Progress on Goals – Permit Year 7 | Progress on Goals – Permit Years 8 & 9 | Progress on Goals – Permit Year 10 | Progress on Goals – Permit Years 11 & 12 |
|----------|-------------------------|-------------------------------|-----------------------------|---|-----------------------------------|-----------------------------------|--|------------------------------------|--|
| 01       | Storm Water Ed. Program | Joshua Hall                   | Information Pamphlet Series | See BMP 01 above. The intent of the new pamphlet is to help encourage and assist neighborhood citizen organizations in educating about pollution sources related to nearby water resources. | No new information                | No new information                | No new information                     | No new information                 | No new information                       |
| 02       | Storm Drain Awareness   | Joshua Hall                   | Stencil Storm Drains        | See BMP 04 above.   | See BMP 04 above.                 | See BMP 04 above.                 | See BMP 04 above.                      | See BMP 04 above.                  | See BMP 04 above.                        |
| 03       | Public Announcement     | Joshua Hall                   |                             | The new pamphlet has information to try to attract new members to get involved and join the committee. Also participate in Town Earth Day activities.                                       | No new information                | No new information                | No new information                     | No new information                 | No new information                       |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s)  | Progress on Goal(s)- Permit Year 5  | Progress on Goals – Permit Year 6    | Progress on Goals – Permit Year 7 | Progress on Goals – Permit Years 8 & 9 | Progress on Goals – Permit Year 10 | Progress on Goals – Permit Years 11 & 12 |
|----------|-----------------|-------------------------------|---|---|--------------------------------------|-----------------------------------|--|------------------------------------|--|
| 04       | Town Committee  | Joshua Hall                   | Identify Interested Members<br>Get new members and continue meeting |   | Had one meeting to discuss SW issues | No new information                | No new information                     | No new information                 | No new information                       |
|          |                 |                               |   | Had two meeting to decide SW issues and develop ways to get more citizens involved. |                                      |                                   |  |                                    |  |

**2a. Additions**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s)   | Progress on Goal(s) – Permit Year 5 | Progress on Goal(s)- Permit Year 6 | Progress on Goals – Permit Year 7 | Progress on Goals – Permit Years 8 & 9 | Progress on Goals – Permit Year 10 | Progress on Goals – Permit Years 11 & 12 |
|----------|-----------------|-------------------------------|----------------------|-------------------------------------|------------------------------------|-----------------------------------|--|------------------------------------|--|
| 05       | Pond Clean up   | Joshua Hall                   | Clean up around pond |                                     |                                    |                                   |  |                                    |  |
|          |                 |                               |                      |                                     |                                    |                                   |  |                                    |  |

### 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description             | Responsible Dept./Person Name | Measurable Goal(s)                                  | Progress on Goal(s)- Permit Year 5 | Planned Activities - Permit Year 6 | Planned Activities - Permit Year 7 | Planned Activities - Permit Years 8 & 9 | Planned Activities - Permit Year 10 | Planned Activities - Permit Years 11 & 12 |
|----------|-----------------------------|-------------------------------|---|------------------------------------|------------------------------------|------------------------------------|---|-------------------------------------|---|
| 01       | Storm Sewer System Map      | Joshua Hall                   | Field Confirmation of Urban Outfalls                | Completed                          | Completed                          | Completed                          | Completed                               | Completed                           | Completed                                 |
| 02       | Illicit Discharge Detection | Joshua Hall                   | Field Identification of Existing Illicit Discharges | No new information                 | No new information                 | No new information                 | No new Information                      | No new Information                  | No new Information                        |
| 03       | Town Prohibition            | Joshua Hall                   | Bylaw Amendments                                    | Implemented new bylaw.             | Completed                          | Completed                          | Completed                               | Completed                           | Completed                                 |

#### 3a. Additions

| BMP ID # | BMP Description                      | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 5 | Progress on Goal(s)- Permit Year 6 | Planned Activities - Permit Year 7 | Planned Activities - Permit Years 8 & 9 | Planned Activities - Permit Year 10 | Planned Activities - Permit Years 11 & 12 |
|----------|--------------------------------------|-------------------------------|--------------------|-------------------------------------|------------------------------------|------------------------------------|---|-------------------------------------|---|
| 04       | Comprehensive Wastewater Master Plan | Joshua Hall                   | Complete plan      | Completed Planning effort.          | Completed Planning effort.         | Completed Planning effort.         | Completed Planning effort.              | Completed Planning effort.          | Completed Planning effort.                |

**4. Construction Site Stormwater Runoff Control**

| BMP ID # | BMP Description      | Responsible Dept./Person Name | Measurable Goal(s)           | Progress on Goal(s)- Permit Year 5 | Progress on goal- Permit Year 6 | Progress on goal- Permit Year 7 | Progress on goal- Permit Years 8 & 9 | Progress on goal- Permit Year 10 | Progress on goal- Permit Years 11 & 12 |
|----------|----------------------|-------------------------------|------------------------------|------------------------------------|---------------------------------|---------------------------------|--------------------------------------|----------------------------------|--|
| 01       | Town Prohibition     | Joshua Hall                   | Bylaw Amendments             | Implement new bylaw.               | Implement new bylaw.            | Implement new bylaw.            | Implement new bylaw.                 | Implement new bylaw.             | Implement new bylaw.                   |
| 02       | Town License Process | Joshua Hall                   | Bylaw Amendment              | Implement new bylaw.               | Implement new bylaw             | Implement new bylaw.            | Implement new bylaw.                 | Implement new bylaw.             | Implement new bylaw.                   |
| 03       | Town Guidance        | Joshua Hall                   | Develop SW Guidance Document | Implement new bylaw.               | Implement new bylaw.            | Implement new bylaw.            | Implement new bylaw.                 | Implement new bylaw.             | Implement new bylaw.                   |

**4a. Additions**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 5 | Progress on Goal(s)- Permit Year 6 | Progress on goal- Permit Year 7 | Progress on goal- Permit Years 8 & 9 | Progress on goal- Permit Year 10 | Progress on goal- Permit Years 11 & 12 |
|----------|-----------------|-------------------------------|--------------------|-------------------------------------|------------------------------------|---------------------------------|--------------------------------------|----------------------------------|--|
|          |                 |                               |                    |                                     |                                    |                                 |                                      |                                  |  |
|          |                 |                               |                    |                                     |                                    |                                 |                                      |                                  |  |

**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 5</b> | <b>Progress on goal- Permit Year 6</b> | <b>Progress on goal- Permit Year 7</b> | <b>Progress on goal- Permit Years 8 &amp; 9</b> | <b>Progress on goal- Permit Year 10</b> | <b>Progress on goal- Permit Years 11 &amp; 12</b> |
|-----------------|------------------------|--------------------------------------|------------------------------|---|--|--|---|---|---|
| 01              | Town Prohibition       | Joshua Hall                          | Bylaw Amendments             | Implement new bylaw.                      | Implement new bylaw.                   | Complete                               | Complete  | Complete                                | Complete  |
| 02              | Town License Process   | Joshua Hall                          | Bylaw Amendment              | Implement new bylaw.                      | Implement new bylaw.                   | Complete                               | Complete  | Complete                                | Complete  |
| 03              | Town Guidance          | Joshua Hall                          | Develop SW Guidance Document | Implement new bylaw.                      | Implement new bylaw.                   | Complete                               | Complete  | Complete                                | Complete  |

**5a. Additions**

| <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 5</b> | <b>Progress on Goal(s)- Permit Year 6</b> | <b>Progress on goal- Permit Year 7</b> | <b>Progress on goal- Permit Years 8 &amp; 9</b> | <b>Progress on goal- Permit Year 10</b> | <b>Progress on goal- Permit Years 11 &amp; 12</b> |
|-----------------|------------------------|--------------------------------------|---------------------------|--|---|--|---|---|---|
|                 |                        |                                      |                           |  |   |  |   |   |   |
|                 |                        |                                      |                           |  |   |  |   |   |   |

## 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 5  | Progress on goal- Permit Year 6   | Progress on goal- Permit Year 7   | Progress on goal- Permit Years 8 & 9  | Progress on goal- Permit Year 10  | Progress on goal- Permit Years 11 & 12  |
|----------|-----------------------------|-------------------------------|---------------------------|---|---|---|---|---|---|
| 01       | Educate Municipal Personnel | Joshua Hall                   | Employee Training         | Completing education pamphlet for municipal personnel.  | Completed   | Completed   |   |   |   |
| 02       | Street Cleaning             | Joshua Hall                   | Develop Activity Schedule | Continued annual street cleaning and better documentation to help any further prioritization requirements.      | Continued annual street cleaning and better documentation to help any further prioritization requirements.      | Continued annual street cleaning and better documentation to help any further prioritization requirements.      | Continued annual street cleaning and better documentation to help any further prioritization requirements.      | Continued annual street cleaning and better documentation to help any further prioritization requirements.      | Continued annual street cleaning and better documentation to help any further prioritization requirements.      |
| 03       | Catch Basin Cleaning        | Joshua Hall                   | Clean Catch Basins        | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. | Continued annual catch basin cleaning and better documentation to help any further prioritization requirements. |

**6a. Additions**

| BMP ID # | BMP Description                                 | Responsible Dept./Person Name | Measurable Goal(s)                                    | Progress on Goal(s) – Permit Year 5   | Progress on Goal(s)- Permit Year 6                    | Progress on goal- Permit Year 7 | Progress on goal- Permit Years 8 & 9 | Progress on goal- Permit Year 10 | Progress on goal- Permit Years 11 &12 |
|----------|---|-------------------------------|---|---|---|---------------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| 04       | Improved storm water management at the DPW site | Joshua Hall                   | Improvement of storm water management at the DPW site | Designing improvements to silt fence and developing additional required measures to reduce SW pollution | Improvements to silt fence and hay bales implemented. |                                 |                                      |                                  |                                       |
|          |   |                               |   |   |   |                                 |                                      |                                  |                                       |

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |  |  |  |
|----------|-----------------|-------------------------------|--------------------|---|------------------------------------|--|--|--|
|          |                 |                               |                    |   |                                    |  |  |  |
|          |                 |                               |                    |   |                                    |  |  |  |
|          |                 |                               |                    |   |                                    |  |  |  |
|          |                 |                               |                    |   |                                    |  |  |  |

**7a. Additions**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |  |  |  |
|----------|-----------------|-------------------------------|--------------------|---|------------------------------------|--|--|--|
|          |                 |                               |                    |   |                                    |  |  |  |
|          |                 |                               |                    |   |                                    |  |  |  |

**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

|  |       |                  |
|--|-------|------------------|
| Stormwater management position created/staffed | (y/n) | N                |
| Annual program budget/expenditures             | (\$)  | \$20,000 (CY'07) |
|  |       |                  |
|  |       |                  |

**Education, Involvement, and Training**

|   |               |     |
|---|---------------|-----|
| Estimated number of residents reached by education program(s)           | (# or %)      |     |
| Stormwater management committee established                             | (y/n)         | Yes |
| Stream teams established or supported                                   | (# or y/n)    | No  |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.)  | No  |
| Household Hazardous Waste Collection Days                               |               |     |
| ▪ days sponsored  | (#)           | 2   |
| ▪ community participation   | (%)           |     |
| ▪ material collected  | (tons or gal) |     |
| School curricula implemented  | (y/n)         | No  |
|   |               |     |
|   |               |     |

**Legal/Regulatory**

|  | In Place<br>Prior to<br>Phase II | Under<br>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**

|   |                   |      |
|---|-------------------|------|
| Outfall mapping complete  | (%)               | 100% |
| Estimated or actual number of outfalls (including: pipes, Overland sheet flow, and drainage swales) | (#)               | 205  |
| System-Wide mapping complete  | (%)               | 100% |
| Mapping method(s)   |                   |      |
| ▪ Paper/Mylar   | (%)               | 100% |
| ▪ CADD  | (%)               | 0%   |
| ▪ GIS   | (%)               | 100% |
| Outfalls inspected/screened   | (# or %)          | 80%  |
| Illicit discharges identified   | (#)               | 0    |
| Illicit connections removed   | (#)<br>(est. gpd) | 0    |
| % of population on sewer  | (%)               | 25   |
| % of population on septic systems   | (%)               | 75   |
|   |                   |      |
|   |                   |      |

### Construction

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

### Post-Development Stormwater Management

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

### Operations and Maintenance

|  |                |                         |
|--|----------------|-------------------------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets)                | (times/yr)     | 1 time per yr           |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets)      | (times/yr)     | 1                       |
| Total number of structures cleaned   | (#)            | 938                     |
| Storm drain cleaned  | (LF or mi.)    | 0                       |
| Qty. of screenings/debris removed from storm sewer infrastructure                              | (lbs. or tons) | 177.1 tons              |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) |                | Landfill                |
| Cost of screenings disposal  | (\$)           | \$0.00 Town<br>Landfill |
|  |                |                         |
|  |                |                         |

|  |                |                       |
|--|----------------|-----------------------|
| Average frequency of street sweeping (non-commercial/non-arterial streets)           | (times/yr)     | 1 time per yr         |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr)     | 1                     |
| Qty. of sand/debris collected by sweeping  | (lbs. or tons) | 1,465.96 tons         |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)                | (location)     | Town Landfill         |
| Cost of sweepings disposal   | (\$)           | \$0.00                |
| Vacuum street sweepers purchased/leased  | (#)            | No                    |
| Vacuum street sweepers specified in contracts  | (y/n)          | Side Broom<br>Sweeper |
|  |                |                       |

|   |             |  |
|---|-------------|--|
| Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)    |             |  |
| ▪ Fertilizers   | (lbs. or %) |  |
| ▪ Herbicides  | (lbs. or %) |  |
| ▪ Pesticides  | (lbs. or %) |  |
| * Artificial turf added to High School fields will result in a reduction of chemical use. |             |  |

|  |                     |                |
|--|---------------------|----------------|
| Anti-/De-Icing products and ratios                       | % NaCl              | 42%            |
|  | % CaCl <sub>2</sub> | 1 %            |
|  | % MgCl <sub>2</sub> | 0              |
|  | % CMA               | 0              |
|  | % Kac               | 0              |
|  | % KCl               | 0              |
|  | % Sand              | 57%            |
| Pre-wetting techniques utilized                          | (y/n)               | No             |
| Manual control spreaders used                            | (y/n)               | Manual         |
| Automatic or Zero-velocity spreaders used                | (y/n)               | Zero- velocity |
| Estimated net reduction in typical year salt application | (lbs. or %)         | 0              |
| Salt pile(s) covered in storage shed(s)                  | (y/n)               | Yes            |
| Storage shed(s) in design or under construction          | (y/n)               | N/A            |
|  |                     |                |