Municipality/Organization:

Town of Westminster

EPA NPDES Permit Number:

MAR041233

MaDEP Transmittal Number:

W-040498

Annual Report Number

& Reporting Period:

No. 12: March 15-March 16

NPDES PII Small MS4 General Permit **Annual Report**

Part I. General Information

Contact Person: Mr. Joshua Hall

Title:

Director of Public Works

Telephone #:

(978) 874-5572

Email: jhall@westminster-ma.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.

Printed Name: 'Lorraine J. Emerson

Title:

Chairman, Public Works Commission

Date:

April 6, 2016

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	Measurable Goal(s)	Progress on Goal(s)- Permit Year 5	Progress on Goals- Permit	Progress on Goals- Permit	Progress on Goals- Permit	Progress on Goals- Permit	Progress on Goals- Permit
	Description	Name			Year 6	Year 7	Years 8 & 9	Years 10 & 11	Years 12 & 13
01	Storm Water	Joshua Hall	Information	The Town has	Completed	Completed	Completed	Completed	Completed
	Education		Pamphlet	developed an					
	Program		Series	additional pamphlet					
				targeting					
		· -		homeowners	·				
				surrounding water				•	
				resources.					
02	Public	Joshua Hall	Educational	The SW Committee	The SW	The SW			
	School		Display	is making the new	Committee is	Committee will			
	Outreach			pamphlet available	making the new	continue to make			
				for use in stormwater	pamphlet available	the new pamphlet			
				pollution education	for use in	available for use	·		
				for the middle school	stormwater	in stormwater			
				and High School.	pollution	pollution		·	
					education for the	education for the			
					middle school and	middle school and			
		l			High School.	High School		77.77	
03	Internet	Joshua Hall	Town Web	SW web site will be	No new	No new	No New	No New	No New
	Outreach		link to SW	updated with new	information	information	Information	Information	Information
			Page	pamphlet information					
				related to SW			, ,		
04	G. D.	T1 TT11	G411	pollution control.	DDW/1	C1-4-1	C1-4-4	C1-4-4	C1-4-1
04	Storm Drain	Joshua Hall	Stencil	DPW has begun	DPW has	Completed	Completed	Completed	Completed
	Awareness		Storm	stenciling CB in the stormwater fallout	completed				
	A Section 1		Drains		stenciling CB in the stormwater				
				areas.					
				3 1 2	fallout areas	1		1	1

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

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 Years 10 & 11	Progress on Goals – Permit Years 12 & 13
01	Storm Water	Joshua Hall	Information	See BMP 01	No new	No new	No new	No new	No new
	Ed. Program		Pamphlet	above. The	information	information	information	information	information
			Series	intent of the	1.4				
				new pamphlet					
				is to help					
				encourage and					
				assist					
			i	neighborhood					
				citizen				:	
				organizations			,		1
				in educating					
		,		about pollution		:			
				sources related		į .			
İ				to nearby water					
				resources.		}		-	,
02	Storm Drain	Joshua Hall	Stencil Storm	See BMP 04	See BMP 04	See BMP 04	See BMP 04	See BMP 04	See BMP 04
	Awareness		Drains	above.	above.	above.	above.	above.	above.
03	Public	Joshua Hall	1.11	The new	No new	No new	No new	No new	No new
	Announcement			pamphlet has	information	information	information	information	information
				information to					Information
				try to attract					
				new members					
				to get involved					}
				and join the					
				committee.					
				Also					
	. ,			participate in					
				Town Earth			,		
				Day activities.					

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 Years 10 & 11	Progress on Goals – Permit Years 12 & 13
04	Town	Joshua Hall	Identify		Had one meeting	No new	No new	No new	No new
	Committee		Interested		to discuss SW	information	information	information	information
			Members Get new		issues				
	1 V 2		members and continue meeting	~					
				Had two meeting to decide SW issues and develop ways					
				to get more citizens involved.					

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	Progress on Goals – Permit Years 8 & 9	Progress on Goals – Permit Years 10 & 11	Permit
						Year 7			Years 12 & 13
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 Years 10 & 11	Planned Activities - Permit Years 12 & 13
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

BMP ID#	BMP Description	Responsible Dept./Perso n 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 Years 10 &	Planned Activities - Permit Years 12 & 13
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	Measurable Goal(s)	Progress on Goal(s)-	Progress on goal- Permit				
		Name		Permit Year 5	Year 6	Year 7	Years 8 & 9	Years 10 & 11	Years 12 & 13
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.

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 Years 10 & 11	Progress on goal- Permit Years 12 & 13
							3		

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 5	Progress on goal- Permit Year 6	Progress on goal- Permit Year 7	Progress on goal- Permit Years 8 & 9	Progress on goal- Permit Years 10 & 11	Progress on goal- Permit Years 12 & 13
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

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 Years 10 & 11	Progress on goal- Permit Years 12 & 13
			!						

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 Years 10 & 11	Progress on goal- Permit Years 12 & 13
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.					
03	Catch Basin Cleaning	Joshua Hall	Clean Catch Basins	Continued annual catch basin cleaning and better documentation	Continued annual catch basin cleaning and better documentation	Continued annual catch basin cleaning and better documentation	Continued annual catch basin cleaning and better documentation	Continued annual catch basin cleaning and better documentation	Continued annual catch basin cleaning and better documentation
				to help any further prioritization requirements.					

BMP	BMP	Responsible	Measurable	Progress on	Progress on	Progress on	Progress on	Progress on	Progress on
ID #	Description	Dept./Person	Goal(s)	Goal(s) -	Goal(s)- Permit	goal- Permit	goal- Permit	goal- Permit	goal- Permit
		Name		Permit Year 5	Year 6	Year 7	Years 8 & 9	Years 10 & 11	Years 12 &13
04	Improved storm	Joshua Hall	Improvement	Designing	Improvements to				
	water		of storm water	improvements	silt fence and hay				
	management at		management at	to silt fence	bales				
	the DPW site		the DPW site	and developing	implemented.				
				additional					
				required					
				measures to		1			
		-		reduce SW					
				pollution)			**
			, ,		1.	-			

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

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

BMI	BMP	Responsible	Measurable	Progress on	Planned Activities		10	
ID#	Description	Dept./Person	Goal(s)	Goal(s) – Permit	-	. \		
		Name		Year 1	Permit Year 2	the second second		
				(Reliance on non-		:		
				municipal partners	-			
				indicated, if any)	, , , , , , , , , , , , , , , , , , ,			
		and the state of	1					

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	ļ !	(%)	
■ material collected		(tons or gal)	
School curricula implemented		(y/n)	No
	i		

Legal/Regulatory

	In Place			
	Prior to	Under		•
	Phase II	Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
 Illicit Discharge Detection & Elimination 				х
 Erosion & Sediment Control 				X
Post-Development Stormwater Management				x
Accompanying Regulation Status (indicate with "X")				
 Illicit Discharge Detection & Elimination 			Х	
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 sw	vales) (#)	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	(#)	0
	(est. gpd)	
% 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	(#)	960
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	218.3 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	(\$)	\$0.00 Town
		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)	994.91 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
		Sweeper
Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		,
■ Fertilizers	(lbs. or %)	,
 Herbicides 	(lbs or %)	

Reduction in application on pu	ablic 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 ch	emical use.		

Anti-/De-Icing products and ratios	% NaCl	49%
	% CaCl ₂	0
	% MgCl ₂	0
	% CMA	0
	% KAc	0
	% KCl	0
	% Sand	51%
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