

Municipality/Organization: Town of Weston

EPA NPDES Permit Number: MAR041068

MaDEP Transmittal Number: W- 035252

**Annual Report Number
& Reporting Period:** No. 14: March 2016-March 2017

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard Sweeney, P.E. **Title:** Assistant Town Engineer

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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: Donna VanderClock

Title: Town Manager

Date: April 28, 2017

Part II. Self-Assessment

The Town of Weston has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

BMP 1-7, Progress continues to be made, but additional Outreach to Private Ways is still needed. The Town Engineer and Assistant Town Engineer has met with the Weston Roads Trust, which owns and manages several miles of private ways and their associated drainage systems. Plan to suggest to the Roads Trust to utilize the Catch basin cleaning contractor that is cleaning the Town's catch basins to clean the catch basins in the Roads Trust roads.

BMP 2, Public Involvement and participation has increased from previous years, but additional public awareness and involvement would be preferred. Despite this, the passing of the Town of Weston Stormwater & Erosion Control By-law and Stormwater & Erosion Control Regulations has raised awareness levels in the building community, and for residents doing major home additions or other improvements that involve the creation of new impervious area.

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 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
1-1	Flyer to residents	WCC(Weston Conservation Commission), BOH, and SWPA(Stormwater Permitting Authority)	Distribute to 75% of residents	Placed Flyers, postcards, & information on display at Town Hall and DPW And Updated Town Web Pages- Stormwater sections.	Continue Additional flyers on Stormwater, Conservation & Wetlands, and Health Dept. Information
Revised	<i>Septic Info flyer to residents</i>	<i>BOH</i>	<i>On Town website</i>	<i>Completed</i>	<i>Continue distribution of new flyers to all residents</i>
1-2	Lesson Plan for Fifth Graders	WCC and SRF	Lesson plan taught	Lesson plan continuing in schools. Completed lesson and activity for 4 th graders at the School	Lesson Plan to continue for 4 th and 5 th graders.
Revised	<i>Plan to be taught in 4th grade</i>				
1-3	Media Campaign	WCC and SRF	Media packet given to press	No additional articles in 2016.	Stormwater education article in local media spots.
Revised					
1-4	Flyer to Businesses	SRF & RES	Distribute to 50% of businesses	Mailed 165 letters/flyers March 2013	Additional updates, memos, flyers to be sent.
Revised			<i>Distribute to 100 % of businesses</i>	<i>No additional letters in 2016.</i>	
1-5	Video	WCC and SRF	Show video at public meeting	Power point presentation at Spring Workshop	Continue workshop annually
Revised	<i>“Stormwater Matters Outreach and Participation Campaign”</i>	<i>SUASCO</i>	<i>Implement stormwater advertising campaign</i>	<i>Ad campaign displayed at informational meetings in spring 2011</i>	<i>Provide information to public including post cards, pamphlets, etc. available at Town buildings.</i>
1-6	High School Students involvement in stormwater outreach	SRF	Submit reports to school and to Town Engineer	Intern Student prepared ideas and plans for stormwater outreach in previous year.	Continue with student involvement in stormwater outreach with new students

1a. Additions

1-7	Outreach to Private Ways	DPW	Develop and send correspondence to road trusts and private way owners about stormwater issues	Continued updates of road conditions to Roads Trust.	Follow up as necessary. Provide CB Cleaning contractor with private way contacts for CB cleaning on the private ways.
<i>Revised</i>		<i>DPW</i>	<i>Private roads monitored as part of and during construction of Stormwater Management Permits projects.</i>	<i>Continued 2-Way Communication with Roads Trusts.</i>	<i>Continue to monitor roads and alert road trusts of conditions.</i>
1-8	Illicit Discharge Detection and Elimination By-Law	DPW, Stormwater Working Group	Hold public meeting to describe proposed bylaw and regulations	Completed in previous year	Revisit residential discharges to Town drainage systems.
1-9	Public Presentations	Conservation Agent	Make presentation to community groups about stormwater	Classes taught to Env. Science students at Weston High School.	Continue as opportunities arise; possible library presentation
<i>Revised</i>	<i>Public workshop</i>	<i>BOH, WCC, SWPA, Bldg. Dept., Fire Dept.</i>	<i>Information workshop & presentation to Town residents</i>	<i>SWPA met with Developers, Engineers, and Applicants regarding Stormwater Regulations for input and thoughts.</i>	<i>Additional meetings are being scheduled with the Engineers and contractors.</i>
1-10	Proposed by-law	Stormwater Working Group	Hold informational meetings and hearings on proposed stormwater and erosion control by-law	By-law adopted at 2011 Annual Town Meeting, May, 2011	Continued outreach and education around new by-law
<i>Revised</i>	<i>Amend/Update By-law</i>		<i>Revise some language in By-law</i>	<i>Amended By-Law, Approved at Town Meeting, May 2014</i>	<i>Update to Stormwater Regulations</i>
1-11	Stormwater talk to High School	WCC	High School biology/environmental class learned about stormwater pollution.	Class visited DPW for tour, and presentation on Stormwater to Environmental class, September, 2016	Classes to visit at least annually.
1-12	Science Fair with science demonstrations	SWPA, WCC	Students to learn about stormwater runoff and pollution	Science Fair held at Elementary School in 2016 for 4 th Graders	Continue Science fair annually for Grades 4 and 5

1-13	Information provided to Town residents	BOH	Educate public on maintenance of wastewater systems	Information booths set up at Spring Fling and at Antique Car show events Completed in previous year	Continue annually
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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 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
2-1	Traveling Display	WCC and SWPA	Continuously on display at Town buildings & events	Updated Stormwater Display setup at DPW with flyers, pamphlets, and postcards.	Use display as opportunity arises. Display at Town Hall and/or other common area in Town.
<i>Revised</i>			Continuous display at DPW, except when traveling		
2-2	Poster contest (5 th grade)	SUASCO WCC and SRF	Hold contest	Contest held in previous years.	None
<i>Revised</i>					
2-3	Summit Event	SUASCO WCC and SRF	Hold local stormwater summit meeting	None	None
<i>Revised</i>					
2-4	Photo contest (High School)	SUASCO WCC and SRF	Hold contest	None	None – being considered for next permit cycle
<i>Revised</i>					
2-5	Super—summit event	SUASCO WCC and SRF	Participate in regional “super-summit”	<i>Ad campaign displayed at informational meetings in spring, 2014-2016.</i>	<i>Continue to use displays at all relevant Town events.</i>
<i>Revised</i>	<i>“Stormwater Matters Outreach and Participation Campaign”</i>	<i>SUASCO</i>	<i>Implement stormwater advertising campaign</i>		

2a. Additions

2-6	Stream team survey of Seaverns Brook	SRF and stream team	Complete survey	None	Provide GIS mapping and complete survey
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<i>Revised</i>	<i>Stream team survey of Hobbs Brook</i>	<i>Weston Girl Scouts</i>	<i>Complete survey</i>	<i>Survey completed, April 2008</i>	
2-7	Catch basin stenciling program	SRF	Volunteer group(s) to install 180 storm drain markers in selected locations	completed in a previous year	Continue program to other areas of Town
2-8	Hazardous Waste Day	DPW	Provide safe location for residents to dispose of hazardous waste	Event held at DPW; 192 Cars participated compared with 161 in the prior year	Continue annually

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
3-1	Stormwater System Mapping	DPW	Complete mapping of stormwater system over a 3 year period	Additions to Town GIS system as time allows	Completion of stormwater system mapping using GPS to construct pipe network; link As-built plans to system.
3-2	Dry weather screening of outfalls	DPW	Visual inspection/report of known outfalls, 33% each year	Done in previous year	Continue to inspect outfalls and document changes from last inspection
<i>Revised</i>		<i>DPW</i>	<i>Create database and tracking system for outfall inspections.</i>	<i>Completed</i>	
3-3	Illicit Discharge Elimination	DPW, Board of Health	Trace non-stormwater flows and eliminate within 1 year	None	Sample flowing outfalls using IDDE protocol
3-4	Water Quality Monitoring	Cambridge Water Supply	Obtain and review results of regular monitoring	Water quality data summary from CWS	Same as prior years; DPW to work closely with CWS(Cambridge Water Supply) on discharges that affect CWS waters
3-5	Amend Stormwater regulations	DPW	Amended regulations adopted at 2003 Annual town Meeting	Goal met	
<i>Revised</i>			<i>Amended regulations adopted at 2010 Annual Town Meeting</i>	<i>Goal met</i>	
<i>Revise-2</i>	<i>Amend/update Stormwater regulations</i>	<i>SWPA</i>	<i>Meetings/discussions to update stormwater regulations</i>	<i>Discussions ongoing Discussions on potential changes to Stormwater Regulations</i>	<i>Scheduling public meetings with Engineers and Builders regarding changes to Regulations.</i>
3-6	Septic System Monitoring Program	Board of Health	Develop, implement and enforce septic pumping	BOH not planning to institute mandatory pumping	
			System in place to identify frequent pumping	Database created and in use; frequent pumping locations are investigated	

3-7	Dechlorination of New Water Mains	DPW - Water Div.	Use dechlorination tablets when flushing new mains	Newly installed water mains were dechlorinated before flushing.	As needed
3-8	Trench Dewatering Policy	DPW	Require siltation control on all trench dewatering projects	Siltation control specified on all capital projects; controls used on DPW projects	As needed

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
4-1	Erosion and Sediment Control Bylaw	Stormwater Working Group	Develop, implement and enforce bylaw	By-law adopted at Town Meeting, May 2011 Stormwater Management Permits reviewed and approved; construction projects monitored & inspected.	Continue full implementation of by-law and regulations
<i>Revised</i>	<i>Implementation of by-law and regulations</i>	<i>Stormwater Permitting Authority(SWPA)</i>	<i>Update and clarify some By-law language</i>	<i>; Amended By-Law, Approved at Town Meeting, May 2014</i>	<i>Update Stormwater and Erosion Control Regulations</i>
4-2	Planning Board review of projects	Planning Board	All projects reviewed for compliance with runoff control measures	All applicants are required to demonstrate that they are addressing stormwater runoff control during construction	Same as prior years
4-3	Conservation Commission review of projects	Conservation Commission	All projects reviewed for compliance with runoff control measures	All applicants are required to demonstrate that they are addressing stormwater runoff control during construction	Same as prior years
4-4	Street Opening permit process	DPW	Inspections conducted for compliance with Stormwater Regulations	DPW inspector assigned to this task	Inspections documented and reported in annual report – continue this program.

4-5	Building Permit process	See 4-1	See 4-1	Stormwater Permit must be approved before Building permit is issued.	

4a. Additions

4-6	Stormwater Management Permit review of projects	SWPA	Review all applications; conduct site inspections	Reviewed 72 Stormwater Management Permit Applications. No site work can start until erosion control installed and inspected.	Review as needed
4-7	Inspection of erosion control for Demo permits	SWPA	Erosion controls inspected prior to demo of buildings	Erosion control to be installed adequately before Demo Permit issued. Added the requirement to use minimum 12" straw wattles if wattles are to be used for erosion control	Continue to inspect erosion control for all demo projects.

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 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
5-1	Stormwater & Erosion Control By-law	DPW, SWPA	Same as control measure 4-1	Bylaw and regulations in place.	Monitor the progress of the new By-law.
Revised	<i>Implementation of by-law and regulations</i>	<i>Stormwater Permitting Authority(SWPA)</i>	<i>All projects meeting established thresholds of land disturbance required to obtain Stormwater Permit</i>	<i>Regulations and permit procedures in place November 2011; Site plan check list added to Application.</i>	<i>Same as prior years Plan to implement procedure to allow for applying on line for a Stormwater Management Permit on the Town web pages.</i>
5-2	DPW Runoff Control Policy	See 5-1		No new additional stormwater runoff to streets allowed.	Continue to monitor projects.

5-3	Compliance with stormwater O&M plans under Con Com review	Conservation Commission	Ensure compliance with post-construction stormwater O&M Plans	Any project approved under the Con Com's jurisdiction which increases impervious surfaces by 2,000 s.f. or more must demonstrate that there will be no increase in the rate or volume (offsite) of the 100 year storm. Applicants are required to submit a stormwater O&M plan and annual inspection checklist for the first year after construction	Con Com will not issue a Cert. of Compliance until the Applicant has completed a post-construction stormwater structure(s) inspection and submitted a completed maintenance checklist

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 14 (2016-2017) (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15 (2017-2018)
6-1	Street Sweeping	DPW	Sweep all public streets annually	All public streets swept at least once per year	Same as prior years
6-2	Catch Basin Cleaning	DPW	Clean all public catch basins annually	All public catch basins cleaned at least annually. Vacuumed Water quality units in town.	Same as prior years Vac. Water quality units annually. Contract now in place for CB Cleaning annually
6-3	Drainage Improvement Projects	DPW	Incorporate structural BMPs into each project	Completed roadway projects –Old Colony drainage;Southside project additional work; . Additional esign & permitting of drainage with stormwater treatment for new roadway projects.	Construction of Newton St. and Merriam St. drainage projects. Design Monvale Rd. and Merriam St. new drainage Continue South side drainage project 5 year capital plan to continue
6-4	DPW Housekeeping	DPW	Conduct environmental audit, implement rec.	Completed	none

<i>Revised</i>	<i>Environmental Management System</i>	<i>DPW</i>	<i>Develop and Implement Environmental Management System</i>	<i>Implementation of Stormwater Best Management Practices at new DPW facility opened February 2011</i>	<i>Update maintenance program. Continuing program</i>
6-5	Roadway De-icing Program	DPW	Install computerized spreader controls in previous year. Monitored salt usage	Continued to track usage to achieve optimal application rates. Application – Only salt used; no sand	Continue to seek optimal levels to achieve balance between public safety and environmental impact. Pre-wet as needed.
6-6	Waterway Maintenance	DPW	Clear waterways of debris, 3 year rotating basis	Notice of Intent filed with Conservation Commission for permit to do maintenance	Continuing project
<i>Revised</i>	<i>Ditch maintenance</i>	<i>East Middlesex Mosquito Control Project</i>	<i>Clear sediment from ditches</i>	<i>drainage ditch cleaned on Fairview Road</i>	<i>Identify and clean as time and budget allows</i>

6a. Additions

6-7	Employee Training Program	DPW	Provide all departments with training	Done for DPW staff as part of EMS program	
<i>Revised</i>	<i>Stormwater training</i>	<i>SRF & RES</i>	<i>Outside stormwater training</i>	<i>Completed; Soil Evaluation training and new MS4 workshops</i>	<i>Continue training as available.</i>
6-8	New DPW Facility	DPW	Incorporate Green Building Design into project	Construction completed and building opened Feb. 2011	Implementation of Stormwater Best Management Practices at new DPW facility opened February 2011; Continue Maintenance Program of BMPs.
<i>Revised</i>	<i>DPW maintenance of drainage systems.</i>	<i>DPW</i>	<i>Maintenance of facility drainage</i>	<i>Cleaned all drainage structures</i>	<i>Continued annual maintenance; repairs as needed.</i>
6-9	Erosion repairs	DPW	Repair eroded slope at water tower-Cat Rock Hill	Completed-new soil added with slope reinforcement and grass planted	Monitor Town land for erosion issues and repair.
6-10	Septic System file organization and maintenance	Board of Health	Develop efficient monitoring system of Town septic systems	Digitize all septic as-built plans and Title 5 Inspection Reports	
6-11	New Town Police Station	SWPA & WCC	Project to incorporate Stormwater BMPs	Two rain gardens, infiltration systems, sed. Tanks. Cleaned catch basins; inspected systems and rain gardens	Monitor and maintain systems. Clean catch basins and water quality units; inspect water quality unit.

Part IV. Summary of Information Collected and Analyzed

Other

A tracking system was put in place in 2004 for private development stormwater BMPs that are reviewed and approved by the Town Engineer. This system was updated to incorporate the new Stormwater Permit provisions under the Stormwater and Erosion Control By-Law and Regulations. To date, approximately 600 projects have been reviewed.

The Stormwater Engineer reviews Stormwater Management Permit Applications for compliance with the Town of Weston Stormwater & Erosion Control By-Law and Regulations. 70 Stormwater Permit Applications were submitted and reviewed in 2016.