

**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. 14: March 17-March 18

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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: 

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Printed Name: Lorraine J. Emerson

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Title: Chairman, Public Works Commission

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Date: April 17, 2018

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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 Years 10 & 11	Progress on Goals- Permit Yrs 12,13,14,15
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
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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 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 Yrs 12,13,14,15
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 Years 10 & 11	Progress on Goals – Permit Yrs 12,13,14,15
04	Town Committee	Joshua Hall	Identify Interested Members 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 Years 10 & 11	Progress on Goals – Permit Years 12,13,14,15
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 12,13,14,15
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 Years 10 & 11	Planned Activities - Permit Years 12,13,14,15
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 Years 10 & 11	Progress on goal- Permit Years 12,13,14,15
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 Years 10 & 11	Progress on goal- Permit Years 12,13,14,15

## 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 12,13,14,15
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

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 12,13,14,15



## 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 12,13,14,15
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 Years 10 & 11	Progress on goal- Permit Yrs 12,13,14,15
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>>**

<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 1 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 2</b>			

**7a. 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 1 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 2</b>			

## 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 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

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	(# ) (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	(#)	960
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	133.99 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)	603.1 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 %)	
▪ 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	57%
	% CaCl <sub>2</sub>	1%
	% MgCl <sub>2</sub>	0
	% CMA	0
	% KAc	0
	% KCl	0
	% Sand	42%
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