

**Year 1 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**Reporting Period: May 1, 2018-June 30, 2019**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.*

**Part I: Contact Information**

Name of Municipality or Organization: Town of Westport

EPA NPDES Permit Number: MA041174

**Primary MS4 Program Manager Contact Information**

Name: Timothy King

Title: Town Administrator

Street Address Line 1: 816 Main Road

Street Address Line 2:

City: Westport

State: MA

Zip Code: 02790

Email: KingT@Westport-ma.gov

Phone Number: (508) 636-1150

Fax Number: (508) 636-1147

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.westport-ma.com/planning-board/pages/ms4-stormwater-permit>

Date SWMP was Last Updated: Sep 10, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

The SWMP was presented to the Planning Board at a public meeting held on September 10, 2019, this meeting was continued until September 17, 2019. The plan is in its final form and is currently being reviewed by the various departments.

## Part II: Self Assessment

*Check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully. If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

### Year 1 Requirements

- ☒ Develop and begin public education and outreach program

### Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ Keep records relating to the permit available for 5 years and make available to the public
- ☐ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The SWMP was presented to the Planning Board at public meetings held on September 10, 2019 and September 17, 2019, the plan was also distributed to various departments for comments. The plan is posted on the Planning Board web site with other information relating to MS4.

The Highway Department is currently reviewing its policy to store and dispose of catch basin clearings and street sweepings so they do not discharge into receiving waters.

### **Part III: Receiving Waters/Impaired Waters/TMDL**

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

## Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started. Then, proceed to Part V.

### MCM1: Public Education

Number of educational messages completed during the reporting period: 6

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP:Residents-targeted brochures and webpage**

Message Description and Distribution Method:

Pamphlets - Pet Waste, Stormwater, Lawn Garden and Auto Care Flyer  
- Hand out copy with dog license renewals, copies available outside various departments including Board of Selectmen, Board of Health, Planning Board and Conservation Commission.

Targeted Audience: Residents

Responsible Department/Parties: Buzzards Bay Action Committee/Board of Health/Town Clerk

Measurable Goal(s):

Educate dog owners at the time of renewal, Distribute minimum of 50/year

Message Date(s): On-going throughout the year and at dog renewal time

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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#### **BMP:Residents Targeted Brochure- Mailing**

Message Description and Distribution Method:

Pamphlet - Know Your Nitrogen  
Produced and distributed by the Westport River Watershed Alliance, explaining nitrogen and its impacts on waterways. Develops estimates for nitrogen loading from septic systems, lawn fertilizers, pet waste and cleaners  
- This was mailed to residents in the Westport River Watershed, it is also available for pick up at various locations in Town.

Targeted Audience: Businesses, institutions and commercial facilities/Residents

Responsible Department/Parties: Westport River Watershed Alliance

Measurable Goal(s):

Educate residents and business about the importance of managing and reducing nitrogen. Notify residents within the Westport River Watershed.

Message Date(s): On-Going Fall of 2018

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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### **BMP:Residents Brochure and Website**

Message Description and Distribution Method:

Brochure prepared by EPA, Stormwater in New England, What you can do as a Citizen. Provides information on ways to minimize pollution in stormwater through landscaping, pet and household waste. Available at various departments and committees in Westport

Targeted Audience: Residents

Responsible Department/Parties: Planning Board/MS4 Webpage

Measurable Goal(s):

Provide access to Brochure for residents to educate themselves on BMP for stormwater and household waste.

Message Date(s): On-going

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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### **BMP:Business Brochure**

Message Description and Distribution Method:

Best Management Practices for Pollution Prevention, Why is it important? What are the benefits? How can a Business start using Pollution Prevention. Available on the Town Web page and at the Planning Board and Building Inspectors office.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Inform businesses, homeowners and contractors of Best Management Practices for Pollution Prevention at the time of building permit applications.

Message Date(s): On-going as permits are issued

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

This plan was prepared by Town Staff and was presented and discussed at a Planning Board public meetings held on September 10, 2019 and September 17, 2019.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted during the reporting period:

The Town is currently working with Klienfelder Engineering on a Targeted, Integrated, Water, Stormwater Resource Management Plan for an area consisting of approximately 75% of the Town. There have been three stakeholder meetings and the final plan will be presented to the Town and MassDEP in October of 2019. Key components of the plan included nitrogen reduction practices for the Westport River, septic system and water supply issues.

The Town has been working with the Buzzards Bay National Estuaries Project, the Westport River Watershed Alliance and the Buzzards Bay Coalition to assist with mapping and testing and developing new regulations to reduce the impact of septic systems on the environment.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)



**Sanitary Sewer Overflows (SSOs)**

*Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.*

Number of SSOs identified: 0

Number of SSOs removed: 0

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.*

Total number of SSOs identified: 0

Total number of SSOs removed: 0

**MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 5):

The Town of Westport working with the Buzzards Bay National Estuaries Program continues to upgrade its mapping of infrastructure within the Town, specifically the MS4 areas. Catch basins and manholes have been located for 95%+ of the area, piping between structures needs to be identified.

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

The Town has not started the process of officially monitoring the outfalls. The Town did not have funds approved for MS4 work until FY20. The Town has explored the option of partnering with the BBNEP to assist with monitoring in year 2. The Town is also in the process of hiring a consultant to assist the Town in the meeting the requirements of the permit.

*Below, report on the number of outfalls/interconnections screened during this reporting period.*

Number of outfalls screened: 0

*Below, report on the percent of total outfalls/interconnections screened to date.*

Percent of total outfalls screened: 0

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

The Town has not started the process of Catchment Investigation. The Town did not have

funds approved for MS4 work until FY20. The Town has explored the option of partnering with the BBNEP to assist with monitoring. The Town is also in the process of hiring a consultant to assist in meeting the MS4 permit requirements.

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period: 0

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated: 0

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

The Town has not begun the process of catchment investigations. The Town does not have the resources or staff to do this work in house and will have to hire a consultant to assist with this work. At the Annual Town Meeting in May the Town Appropriated \$40,000 for MS4 work and the Town is currently in the process of developing a plan to maximize the use of these funds.

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.*

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 [UNITS]

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

The Town has not begun the formal process of identifying illicit discharges. The Town does not have the resources or staff to do this work in house and will have to hire a consultant to assist with this work. At the Annual Town Meeting in May the Town Appropriated \$40,000 for MS4 work and the Town is currently in the process of developing a plan to maximize the use of these funds.



**Employee Training**

Describe the frequency and type of employee training if conducted during the reporting period:

The Highway Department participates in safety training. Additional training will be provided with the assistance of a consultant over the upcoming years.

**MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed: 12

Number of inspections completed: 8

Number of enforcement actions taken: 2

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****Ordinance Development**

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town of Westport has a Site Plan Review Zoning By-law, The Board of Health has a Stormwater Quality and Quantity Control Regulation for projects disturbing more than 5,000 s.f. and the Planning Board oversees the Low Impact Development By-law and the Subdivision Rules and Regulations. When projects are constructed, conditions are put in place requiring long term maintenance of their stormwater systems. The Town believes these regulations meet the requirements for the post-construction ordinance.

**As-built Drawings**

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

As-built plans are required for all commercial developments specifically for new or expanded structures of 1,000 s.f. or greater, as-built plans are also required for all subdivisions and projects approved under the site plan review process. During the review process for site plans and subdivisions, Operation and Maintenance Plans are submitted and reviewed by the Board.

**Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town believes that street design and parking lots are already addressed in the the Town's current regulations and guidelines, including but not limited to the Town's Zoning By-laws for Low Impact Development and Site Plan Review, Board of Health Stormwater design regulations and the Conservation Commission Wetland Regulations.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

Green infrastructure is not only allowed in Town it is required as part of the Low Impact Development Zoning By-law.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

BMP 5D - 380 Old County Road - As part of the New Westport Middle/High School, existing drainage from the elementary school that is located on the same site will be redesigned using Best Management Practices and Low Impact Development. Three existing outflow pipes will be redirected into infiltration systems and filtered by Water Quality Drainage systems prior to overflowing into the Old County Road Drainage system.

BMP 5E 400 Old County Road -The existing middle school was demolished, a new Middle/ High school will be constructed with a new drainage design, exceeding the Planning Board's Site Plan and Low Impact design standards, providing infiltration along with water quality stormceptors.

BMP 5F 489 Old County Road, Town Landing. With the assistance of a Massachusetts Seaport Economic Grant the Town redesigned the Town Landing and parking area, providing pervious surfaces and stormwater infiltration trenches. The existing structure was retrofitted with roof run-off infiltration systems.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Highway department cleaned 1,524 catch basins, 254 were cleaned a second time in the spring of 2018 bec



*If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:*

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 1524

Number of catch basins cleaned: 1524

Total volume or mass of material removed from all catch basins: 170 [Tons]

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The Highway Department cleaned the catch basins as needed and repeated the cleaning as necessary, 254 catch basins were cleaned two times last year.

### **Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Written procedures have not been completed for Street Sweeping.

Report on street sweeping completed during the reporting period using one of the three metrics below.

☒ Number of miles cleaned: 885

☐ Volume of material removed: [UNITS]

☐ Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

The Town does not have a formal process for street sweeping uncurbed roads. High volume roads are sanded more during the winter and are prioritized for street sweeping.

### **Winter Road Maintenance**

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Written procedures have not been completed for the storage of salt and sand. Salt and sand are not stored in the MS4 designated areas.

### **Inventory of Permittee-Owned Properties**

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

Properties have been identified but a formal list has not been completed.

### **O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment**

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

Operation and maintenance plan has been completed for the Town owned Park. O & M plans have not been started for town buildings and facilities.

### **Stormwater Pollution Prevention Plan (SWPPP)**

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town does not have any maintenance garages, public works yards, transfer stations or other waste facilities within the designated MS4 areas.

*Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.*

Number of site inspections completed: NA

Describe any corrective actions taken at a facility with a SWPPP:

NA

### **O&M Procedures for Stormwater Treatment Structures**

Describe the status of the written procedure for stormwater treatment structure maintenance:

NA

## Part V: Additional Information

### Monitoring or Study Results

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☐ Not applicable
- ☒ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Buzzards Bay Coalition's Baywatchers water quality database 1992-2018

Westport River Watershed Alliance Water Quality Results 2019

### Additional Information

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

### Annual Requirements



Provide any additional details on activities planned for permit year 2 below:

## Part VI: Certification of Small MS4 Annual Report 2019

### **40 CFR 144.32(d) 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, I certify that 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.

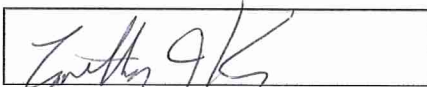
Name:

Timothy King

Title:

Town Administrator

Signature:



Date:

9/24/19

*[Signatory may be a duly authorized representative]*