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Municipality/Organization:	Town of Webster
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MassDEP Transmittal Number:	W-21004707
Annual Report Number & Reporting Period:	No. 7 March 2009-March 2010

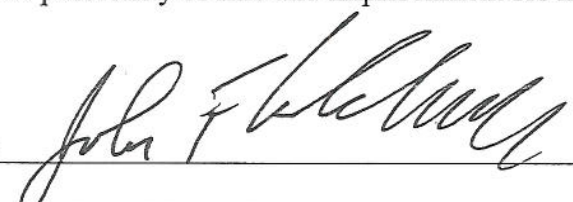
NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

Part I. General Information

Contact Person: Kenneth Pizzetti	Title: Highway Superintendent
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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: John McAuliffe

Title: Town Administrator

Date:

4/12/10

Part II. Self-Assessment

The Town of Webster performed a comprehensive review of the Town's progress on the goals for meeting the minimum control measures under the NPDES MS4 Phase II permit. The Town supports and encourages active participation by Town residents in addressing pollution and stormwater issues. The Town has mapped stormwater outfalls and has made stormwater quality improvements by installing stormceptor units in the system. The Town is reviewing existing regulations, including the Massachusetts Wetlands Protection Act and the recently revised MADEP Stormwater Management Standards. The Town's efforts to meet the identified measurable goals are summarized in Part III Summary of Minimum Control Measures, which follows.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1A Revised	Educational Flyers and Pamphlets		# of materials created and distributed	The Lake Webster Association held the annual “Ice Out Einstein” contest with the Webster Educational Foundation, of which proceeds go to providing students in the school district with possible opportunities to learn about/work on projects related to lake improvements and local environmental issues. The Lake Association publishes a phosphate information pamphlet that is periodically distributed and encourages residents to use “smart” landscaping to prevent sediment runoff into the Lake.	Continue Webster Lake Association and Webster Educational Foundation collaboration and “Ice Out Einstein” event. Continue Lake Association activities regarding phosphate and sediment control. Continue distributing educational flyers and pamphlets as in the previous year. Place children’s puzzles and games related to storm water at key municipal locations (Town Hall, Schools)
1B Revised	Newspaper – Press Releases		# of storm water related articles published	Roadside cleanup for Earthday was advertised in the Telegram & Gazette by the Recycling Committee. Street sweeping schedule was advertised by the DPW in 2010.	Continue advertising Earthday cleanup and street sweeping.
1C Revised	Local Cable Access Channel		# of public service announcements made on television	Roadside cleanup for Earthday was advertised on the local access channel by the Recycling Committee. Street sweeping schedule was advertised by the DPW in 2010.	Continue advertising Earthday cleanup and street sweeping on the local access channel.
1D Revised	Hazardous Waste Collection Day		# of people participating/list of materials collected	A Hazardous Waste Collection Day was not held due to budget cuts.	Seek funding for a Hazardous Waste Collection Day.

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
2A Revised	Storm Drain Stenciling		# of drains stenciled	All previous stenciling was repainted by DPW staff due to fading (approximately 100 storm drains located in 3 sections of downtown).	Identify a local group (school organization, boy scouts, etc) who can help DPW staff stencil storm drains. Continue to locate and stencil storm drains until all drains are identified. Repeat painting as needed.
2B Revised	Stream Cleanup and Monitoring		# of participants and location of streams	The Lake Webster Association provides water quality monitoring services of the 3 ponds making up Webster Lake and of the Lake's inlet streams. The Association annually submits a Quality Assurance Project Plan (QAPP) with the DEP. The French River Connection held a small riverside clean up in April 09.	Continue monitoring and cleanup efforts of the Lake Webster Association and the French River Connection.
2C Revised	Roadside Cleanup Day	Recycling Committee/DPW	# of participants and miles of roadside cleaned	Webster conducted a roadside cleanup on Earth Day, May 9, 2009. 213 people participated and 43 businesses sponsored the day. 1.8 tons of trash was collected by the DPW.	Continue DPW support of Earthday roadside cleanup events.

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
3A Revised	Mapping Stormwater Outfalls	DPW	# of outfalls connecting to streams	The DPW has developed mapping of its stormwater system, including outfalls and continuously updates the maps as new outfalls or modifications to the system are identified during regular street sweeping and catch basin cleanings. In Summer 09, stormceptor drainage structures were constructed on Kenneth Ave., June Ave., and Colonial Road, which applies stormwater BMPs. These locations were added to existing mapping the town has showing outfall structures.	Continue updating maps based on outfall detection and modifications.
3B Revised	Capital Planning/Budget	DPW	Amount of money needed for future projects	In September 2009 the Town applied for SRF funds for Stormwater Management efforts and this project has been deemed eligible for SRF funding..	Continue to work with the State Representative and Senator to secure funding for sediment control and apply for grants.
3C Revised	Assess Current By-Laws/Amend to Meet Phase II Regulations		By-law language to prohibit illicit discharges	The Town assessed their current laws and regulations. Town Bylaws 150.3 prohibit water or liquid discharge from any building into or across any street or sidewalk.	The May 10, 2010 Town Meeting includes a warrant to extend the responsibilities of the powers of the Water & Sewer Advisory Committee to include oversight of stormwater management related issues. The Board shall draft more explicit bylaws governing illicit discharges.

Revised						
Revised						
Revised						

3a. Additions

3D	BMP Installation	DPW	# of BMPS installed	Three areas that drain directly into Lake Webster were grouped together and engineered for stormceptors. In Summer 09, stormceptor drainage structures were constructed on Kenneth Ave., June Ave., and Colonial Road, which are stormwater BMPs that improve stormwater quality.	Seek funding for additional stormceptor installation on Lakeside Avenue and Thompson Road.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
4A Revised	Site Plan Review		# of sites reviewed prior to construction	Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water Superintendent, Sewer Superintendent, and the Town's Consulting Engineering Firm review all proposals. Inspection sheets are used to track the progress and compliance of all subdivisions. The Town received 6-10 plans for Site Plan Review between March 08 and March 09. The Conservation Commission reviews projects for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Continue plan review under existing by-law and Wetlands Protection Act. Continue to work with developers to incorporate BMPs during construction activities.
4B Revised	Building Permit Requirement	Building Inspector	# of building permits issued	262 building permits were issued between March 09 and March 10.	Continue issuing building permits.
4C Revised	Inspection	DPW	# of sites inspected	During construction of subdivisions, site visits are performed at least weekly and more often during crucial points of construction. Sign off sheets are used to identify compliance with approved specifications during every step of the construction process.	Continue inspection / reporting under existing by-law and Wetlands Protection Act and documenting the number of site visits during the year.

4D	Assess Planning Board Regulations/Amend to Meet Phase II Regulations	Regulations to control runoff from construction projects	The Town's Zoning Bylaws require Site Plan Review for most commercial, industrial and multi-family development. Site Plan Review addresses drainage system design, storm water management, erosion control, and impact on infrastructure. The Conservation Commission reviews projects for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	The May 10, 2010 Town Meeting includes a warrant to extend the responsibilities of the powers of the Water & Sewer Advisory Committee to include oversight of stormwater management related issues. The Board shall draft more explicit bylaws governing construction site runoff.
Revised				
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Revised				

4a. Additions

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
5A Revised	Eliminating Curbs and Gutters		# of curb cuts made in existing developments	The Town issued 24 curb cuts between March 09 and March 10.	Continue to monitor curb cuts.
5B Revised	Urban Forestry		# of trees planted as a result of urban forestry	No trees were planted during the reporting period.	Continue to investigate grants and programs associated with Urban Forestry. Look into possibility of local schools helping with plantings, as previously done in town 10+ years ago.
5C Revised	Zoning		The amount of open space protected by zoning codes	The Town Zoning Bylaws Section 650-23 designates a Conservation District which regulates use of land in the designated area.	The French River Connection, in cooperation with the Town, leased for 15 years a 1.66 acre parcel of land abutting the French River for development into Parkland.
5D Revised	Assess Town Regulations/Amend to Meet Phase II Regulations		Regulations to control post construction runoff	The Lake Webster Association previously tried to pass a local bylaw banning use of phosphate fertilizers; however, the bylaw was denied on a state level. The Town's Zoning Bylaws require Site Plan Review for most commercial, industrial and multi-family residential development. Site Plan Review addresses drainage system design, storm water management, erosion control, and impact on infrastructure. The Conservation Commission reviews project for compliance with the MA Stormwater Management Standards under the MA Wetlands Protection Act.	Continued regulation under existing by-laws and Wetlands Protection Act. The May 10, 2010 Town Meeting includes a warrant to extend the responsibilities of the powers of the Water & Sewer Advisory Committee to include oversight of stormwater management related issues. The Board shall draft more explicit bylaws governing post-construction site runoff.
5B Revised	Construction Site Plan Review	PB / Con Com / DPW	Enforcement under By-Law	Continued plan review per existing by-law and Wetlands Protection Act.	Continued inspection / reporting under existing by-laws and Wetlands Protection Act.

5C	Stormwater System Maintenance Plan	PB / Con Com / DPW	Enforcement under By-Law	Continued inspection / reporting under existing by-law and Wetlands Protection Act.	Continued inspection / reporting under existing by-laws and Wetlands Protection Act.
Revised					
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Revised					

5a. Additions

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6A Revised	Parking Lot and Street Cleaning	DPW	# of scheduled road cleanings	All streets were swept in Spring 09 and Fall 09. Main Street and trouble spots received additional sweeping in Summer 09.	Continue sweeping all streets.
6B Revised	Road Salt/Sand/Mix Application and Storage	DPW	Cubic yards of salt/sand/mix applied to roadways & location of storage	Webster purchased ClearLane Enhanced Deicer which reduces/eliminates the need to apply sand to the roadways and requires less application of salt per mile compared to conventional salt application, therefore reducing runoff.	
6C Revised	Drain System Cleaning Program	DPW	# of storm drains cleaned regularly	Continued the catch basin cleaning program in collaboration with the street sweeping program. The majority of the Town's 1,700 catch basins were cleaned and documented within the reporting period.	Continue the program and improve efficiency yearly.
Revised					
Revised					

6a. Additions

6D	Outfall Cleanup and Monitoring		# of outfalls examined and cleaned	Approximately 20-30 storm drain outfalls were examined and cleaned by DPW staff, as needed, during the Spring, Summer, and Fall 09 catch basin cleanings. Sediment accumulation at the outfalls was monitored. Inspections of known problem outfalls for blockages and flooding occurred.	Continue outfall cleanup and monitoring for signs of potential illicit discharges by DPW staff.
6E	DPW Employee Education (formerly BMP ID#3B)	DPW	# of employees educated about stormwater	Training seminars held for Highway personnel. Information regarding BMPs is provided to Highway personnel. Tailgate meetings that include up-to-date methods for rebuilding drop-inlets and maintaining catch basins are conducted by the Highway Foreman.	Hold an annual meeting to cover illicit discharge detection procedures and good housekeeping practices and procedures.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised					

7a. Additions

7A					
Revised					

7b. WLA Assessment