

Municipality/Organization: Town of Webster, MA

EPA NPDES Permit Number: MAR041170

Annual Report Number

& Reporting Period: No. 11: April 1, 2013 – March 31, 2014

NPDES EPA Small MS4 General Permit Annual Report

Part I. General Information

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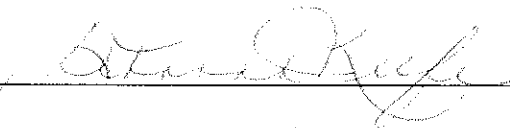
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Certification:

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: Deborah A. Keefe

Title: Chairman, Board of Selectman

Date: 4-22-14

Part II. Self-Assessment

The Town had developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA and DEP Phase II NPDES permit requirements;
2. Incorporating stormwater protection measures into municipal activities;
3. Focusing activities on target pollution reduction (e.g. Section 303.d. waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

The Water Quality Stewardship element of the program focused on the protection of the local water supply and addressing the State's Section 303.d waters located within the Town. To this end, staff will continue to develop and improve the Program activities to reduce stormwater pollution to the maximum extent practicable and eliminate prohibited non-stormwater discharges, while facilitating understanding and involvement in stormwater management by various Town departments. Program priorities will also focus on increased efforts to reduce target pollutants and restore local water bodies.

The Town is committed to working with local watershed associations and local businesses to advance their goals and objectives. Another high priority of staff will be to keep abreast of the latest technology and approaches to achieve stormwater management. Program activities will also strive to encourage environmental stewardship and continue to build on partnerships with other agencies, neighboring towns, and the community for active participation in accomplishing the Program mission.

During Year 11 of the 2003 Massachusetts Small Municipal Separate Storm Sewer System (MS4) permit, the Town continued work on Webster's new comprehensive stormwater management program focusing on completing the stormwater system mapping, identification and inspection of outfalls and preparing Stormwater Pollution Prevention Plans for municipal facilities. Webster also participated in the Central Massachusetts Regional Stormwater Coalition (the Coalition) Community Innovation Challenge Grant, attending Coalition meetings and training sessions. Webster plans to utilize many of the technical tools developed through the grant. Webster continued support of the efforts of volunteer (Webster Lake Association/French River Connection) and governmental organizations (Central Massachusetts Mosquito Control Program).

As of the end of Year 11, the Town has achieved nearly all of the measurable goals for the BMPs selected in the 2003 Notice of Intent and those amended in subsequent years. Planned activities for Permit Year 12 reflect BMPs still in progress.

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 11	Planned Activities
1.a.	Educational Flyers and Pamphlets Town Website (new)	DPW/Charpentier	# of materials created and distributed # of hits on town website	Webster has a dedicated stormwater page linked to its website. 1062 hits were registered since the site was set up. One new fact sheets was posted in 2013, "Keep the Water Blue and the Lawn Green". The town has provided a link to the Central Massachusetts Regional Stormwater Coalition (CMRSC) educational website, www.CentralMAStormwater.org, including educational information for the general public, educators, and children. The Town continues working in collaboration with the two volunteer watershed associations representing the major waterways/bodies in Webster – the Lake Webster Association and the French River Connection. Both of their websites promote smart landscaping, avoidance of phosphate application, and other storm water Best Management Practices (BMP's).	Develop educational materials targeted specifically to residents, businesses, developers and industry. Material may include Educational Displays, local access cable announcements, informational pamphlets, website links and press releases. Town intends to distribute two such messages in 2014. Customized versions of EPA's, "After the Storm" in English and Spanish will be printed and made available at town hall.
1.b.	Newspapers – Press Releases	DPW/Charpentier	# of stormwater related articles published	Roadside cleanup for Earth Day 2013 was advertised in the Webster Times and on the Town of Webster website.	See 1.a
1.c.	Local Cable Access Channel	DPW/Charpentier	# of public service announcements made on television	Pennsylvania State University documentary "Liquid Assets" was aired on local cable television in Year 11.	"After the Storm" video will be aired on local cable television in Year 12. See 1.a

1.d.	Hazardous Waste Collection Day	DPW/Charpentier	# of people participating/list of materials collected	A Hazardous Waste Collection Day was not held due to budget cuts, but the town website includes a link to New England Disposal Technologies in Sutton, MA where household hazardous waste is collected for a fee.	Continue to seek funding opportunities for a regional Hazardous Waste Collection Day.
1.e	Educational Training Materials	DPW/Charpentier	# of events where training materials are used	The CMRSC purchased an Enviroscope table focused on non-point source pollution education (http://www.enviroscopes.com/nonpoint-source.html). This tool is a hands-on, visual trainer to demonstrate the importance of good housekeeping and low-impact development for pollution prevention, with the objective of maintaining water quality in our communities. The CMRSC purchased 100 water quality monitoring kits from the World Water Monitoring Challenge program (www.worldwatermonitoringday.org), which "builds public awareness and involvement in protecting water resources around the world by engaging citizens to conduct basic monitoring of their local water bodies".	Advertise availability of the Enviroscope table and water quality monitoring kits to local schools and community groups. Offer training to groups for effective presentations with the Enviroscope.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities
2.a	Stormwater Management Committee	DPW/Charpentier	# of meetings held	A stormwater management committee was established to assist the town in developing Webster's Stormwater Management Plan and associated program elements. The committee did not meet in Year 11 due to mid-year staff changes in town management. The Stormwater Management Program is now directed by the Town's Engineer/Planner.	The stormwater management committee will reconvene when the new MS4 permit is issued to provide input into development of the SWMP.
2.b.	Storm Drain Stenciling	DPW/Charpentier	# of drains stenciled	No stenciling conducted during this period. However, the town did purchase stormwater outfall markers (see BMP #3 b).	Purchase reusable storm drain stencils and advertise availability to community groups.
2.c.	Educational Outreach Materials		# of presentations	No public presentations were made in Year 11.	This BMP was satisfied in FY 10. The town will consider additional public presentations as necessary, particularly as part of the stormwater funding study.
2.d.	Stream Cleanup and Monitoring	DPW/Charpentier	# of participants and locations of streams	Webster Lake Association volunteers conducted water quality sampling in sampling 7 locations at Webster Lake from April 2013. French River Connection volunteers sampled 7 events at 15 locations within the French River.	Continue collaboration and encouragement of the monitoring and cleanup efforts of the Lake Webster Association, and the French River Connection.

2.e.	Roadside Cleanup Day	DPW/Charpentier	Hold volunteer-driven clean-up day once per year	The Town of Webster conducted an Earth Day roadside cleanup in April 2013 sponsored by the Webster-Dudley Business Alliance, the French River Connection and Dudley Conservation Land Trust. 162 volunteers removed over 2 tons of waste including 1.92 tons of trash and 0.54 tons of recycling from roadsides and rivers. An additional 0.6 tons of electronic recyclables were collected.	Continue with support of Earth Day cleanup efforts
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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities
3.a.	Mapping of Stormwater System and Outfall	DPW/Charpentier	Map locations of all stormwater structures	The town made considerable progress in mapping the MS4 system: All known outfalls and receiving waters are mapped. Field verification of locations and inspection of outfalls is underway. Drainage system mapping is substantially completed with field verification and connectivity ongoing.	Continue to update system from new site plans as they become available, and verify mapped information with field survey.

3.b.	Identification of Outfalls	DPW/Charpentier	# of outfalls located	Approximately 300 stormwater outfalls have been identified, 185 have been field verified and outfall markers with unique identifying labels have been purchased. The CMRSC purchased two Leica surveying devices that will be helpful in completing field verification of outfall locations.	Continue field verification of remaining outfalls and system connectivity, install outfall markers. Use student volunteers to assist in outfall inventory and preliminary dry weather monitoring.
3.c.	Capital Planning/Budget	DPW/Charpentier	Amount of money needed for future projects	The town is investigating the feasibility of a Stormwater Utility to assist with stormwater financing.	Complete Stormwater Feasibility Study and brief selectmen at public meeting.
3.d.	Assess Current By-Laws/Amend to Meet Phase II Regulations	DPW/Charpentier	By-Law Language to prohibit illicit discharges Permit Tracking System	The town successfully adopted Chapter 570 Stormwater Management Bylaw October 15, 2012. This bylaw includes sedimentation and erosion control, post construction and illicit discharge bylaw components. Draft rules and regulations were prepared and are under review by the Planning Board. Review of planning board permitting process completed.	Adopt rules and regulations to implement the stormwater bylaw and to prohibit illicit discharges. Continue to review permitting process to facilitate review, inspection and permit compliance tracking.
3.e.	BMP Installation	DPW/Charpentier	# of BMP's installed	No new BMPs were installed in Year 11.	Seek funding for additional installation of BMP's as necessary.
3.f.	IDDE Program Development	DPW/Charpentier	# IDDE locations identified	Draft IDDE program developed.	Adopt IDDE program for Webster and train municipal employees.
3.g.	Inspecting Stormwater System Components	DPW/Charpentier	# of inspections completed	Cleaned all main and secondary mains. Developed forms and utilized CMRSC SOPs for stormwater system inspection program.	Continue inspection of stormwater system. Continue outfall monitoring for signs of potential illicit discharges by DPW Staff.
3.h.	Develop Stormwater Management Program Web based GIS system	DPW/Charpentier	Implement GIS system for DPW and other town staff	A Web based GIS system was deployed to assist with implementing and managing the stormwater program including outfall mapping, monitoring, IDDE program, permit tracking and site plan review.	Continue to train staff on use of GIS system to assist with implementing and managing the stormwater program.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) Permit Year 11	Planned Activities –
4. a.	Site Plan Review	Planning Board, Conservation Commission	# of sites reviewed prior to construction	Prior to approval and construction of any site, the Planning Board, Conservation Commission, Zoning Board, DPW Director, Water & Sewer superintendents and the Town's consulting engineering firm review all proposals. The Town received 8 plans for Site Plan review between April 2013 and March 2014. The Conservation Commission reviewed 15 Notices of Intent for compliance with the MA Stormwater Management standards under the MA Wetlands Protection Act.	Continue plan review under existing by-law (until rules and regulations are in place) and Wetland Protection Act. Continue to work with developers to incorporate BMPs during construction activities.
4. b.	Building Permit Requirement	Building Dept.	# of simple stormwater permits issued	No simple stormwater permits were issued by the building inspector as the Rules and Regulations for the Stormwater Management Bylaw have not yet been adopted.	Adopt new stormwater rules and regulations under the Stormwater Management Bylaw to implement simplified stormwater permit process.
4. c.	Inspection	Planning Board/ Conservation Commission DPW	# of sites inspected	During the 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 project.	Modify inspection /reporting as required under the new by-law and Wetland Protection Act and continue documenting the number of site visits during the year.
4. d.	Assess Planning Board Regulations/Amend to meeting Phase II Regulations	Planning Board	Regulations to control runoff from construction projects Permit tracking system	The town successfully adopted Chapter 570 Stormwater Management Bylaw October 15, 2012. This bylaw includes construction site runoff control. Draft rules and regulations to implement construction site runoff controls are under review.	Adopt rules and regulations to implement construction site runoff controls. Continue to review permitting process to include compliance tracking.

4.e.	Erosion and Sedimentation Control Standard Operating Procedure (SOP)	Building Inspector/ Planning Board	Erosion and Sedimentation Control SOP	CMRSC developed an SOP to minimize discharges from land-disturbing activities and addresses design, planning, construction, inspection tools and activities that can serve as BMPs.	Webster will evaluate adoption of this SOP. BMP specific inspection requirements for construction will be evaluated for addition to stormwater rules and regulations.
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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 11	Planned Activities
5.a.	Eliminating Curbs and Gutters	Highway/ Pizzetti	# of curb cuts made in existing developments	The Town issued 13 curb cuts between April 2013 and March 2014.	Continue to monitor curb cuts.
5.b.	Urban Forestry	DPW/Charpentier	# of trees planted as a result of urban forestry	No trees were planted during the reporting period.	Continue to endorse tree planting programs in town.
5.c.	Zoning	Office of Community Development	The amount of open space protected by zoning codes	No change this year.	Continue to look for opportunities to increase open space.
5.d.	Assess Town Regulations/Amend to meet Phase II Regulations	Planning Board	Regulations to control post-construction runoff Permit tracking system	The town successfully adopted Chapter 570 Stormwater Management Bylaw October 15, 2012. This bylaw includes post-construction runoff control. Draft rules and regulations to implement post-construction runoff controls are under review.	Adopt rules and regulations to implement post construction site runoff. Continue evaluation of permitting process to facilitate permit compliance tracking.
5.e.	Stormwater Best Management Practices (BMP) Tool Box	Building Inspector	Stormwater BMP technical data, design factors, and construction limitations for single family and small commercial projects	Town is evaluating a Stormwater Best Management Practices (BMP) Toolbox, developed by the CMRSC, consisting of stormwater post-development tools currently permitted and encouraged for small development or redevelopment, specifically single-family homes and limited commercial renovations.	BMP Toolbox information will be evaluated by the stormwater committee and may be adopted as a reference to support design standards for simplified stormwater permits.

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 11	Planned Activities
6.a.	Parking Lot and Street Cleaning	Highway/ Pizzetti	# of scheduled road cleanings	The Town of Webster has approximately 140 miles of streets. From April 2013 to March 2014, 77 miles of streets and parking lots were swept. Main Street and trouble spots received additional sweeping as needed.	Continue to sweep all paved streets.
6.b.	Road Salt/Sand/Mix Application and Storage	Highway/ Pizzetti	Cubic yards of salt/sand/mix applied to roadways and location of storage.	In Permit Year 11, the Town uses 2,000 tons of ClearLane and has discontinued the use of road sand.	Continue the use and advocacy for the ClearLane Enhanced Deicer.
6.c.	Drain System Cleaning	Highway/ Pizzetti	# of storm drains cleaned regularly	300 catch basins were cleaned and documented within the reporting period.	Continue the program and improve efficiency annually.
6.d.	Outfall Cleanup and Monitoring	DPW/Charpentier	# of outfalls examined and cleaned	Highway Dept: Approximately 30 storm drain outfalls were cleaned both in the spring and fall. Brush is cut back, debris removed, and structural integrity is noted. Central Mass Mosquito Control: 59 roadside culverts and 2,565 feet of stream cleaned in various locations	Continue outfall mapping and monitoring for signs of potential illicit discharges by DPW Staff. DPW to incorporate the CMRSC IDDE observations into their IDDE program if any. Continue participation in the Central Mass Mosquito Control Project.
6.e.	DPW Employee Education	DPW/Charpentier	# Employees Trained; # Facilities	Monthly training sessions are held for 30 DPW employees	Hold annual training to cover illicit discharge detection procedures and good housekeeping practices and procedures.

6.f.	Municipal Operation and Maintenance Procedures (new)	DPW/Charpentier	Guidance for Municipal Activities	A draft Municipal Facility SWPPP is under review (see 6.i) including written procedures to provide guidance on activities such as outfall inspection (both dry weather and wet weather), catch basin cleaning, erosion and sedimentation control, oil/water separator maintenance, use and storage of pesticides and fertilizers, and municipal vehicle washing.	Complete written procedures to address operation and maintenance of municipal activities.
6.g.	Sump Pump Discharge Policy (new)	DPW/Charpentier	Sump Pump Discharge Policy	Town continues to evaluate the CMRSC Sump Pump Discharge Policy.	Webster will evaluate incorporating the Sump Pump Policy into DPW rules and regulations.
6.h.	Salt/Sand Benchmarking (new)	DPW/Charpentier	Salt/Sand Benchmarking tool	Town continues to evaluating the CMRSC Salt/Sand Benchmarking tool.	DPW will evaluate use of the Salt/Sand Benchmarking tool in future DPW operating policies and guidelines.
6.i.	Municipal SWPPP (new)	DPW/Charpentier	Develop Stormwater Pollution Prevention Plans (SWPPP) for Municipal Facilities	A draft Municipal Facility SWPPP was developed for all town Municipal Facilities including the Town's Highway Facility. The SWPPP was modified from the CMRSC template. A separate SWPPP was prepared for the Wastewater Treatment Facility.	Review and approve the Municipal Facility SWPPP and hold municipal staff training on municipal good housekeeping and stormwater pollution prevention.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>
 NONE REQUIRED; NO TMDLs in Webster.

Part IV. Summary of Information Collected and Analyzed

Town conducted fecal coliform sampling weekly during summer months at beaches along Webster Lake. Webster Lake Association and French River Connection sampling activities and results are detailed in the Public Participation MCM, and were shared with the Town and DEP.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Total Program Expenditures since beginning of permit coverage		
Funding mechanism(s) (General Fund, Enterprise, Utility, etc.)		

Education, Involvement, and Training

	(Preferred Units)	Response
Estimated number of residents reached by education program(s)	(%)	5
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(#)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
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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

	(Preferred Units)	Response
Outfall mapping complete	(%)	95%
Estimated or actual number of outfalls	(#)	300
System-Wide mapping complete	(%)	95%
Mapping method(s)		

▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	185
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	60%
Illicit discharges identified	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed	(#)	
Illicit connections removed (Since beginning of permit coverage)	(est. gpd)	
% of population on sewer	(#)	
% of population on septic systems	(est. gpd)	
	(%)	
	(%)	

Construction

	(Preferred Units)	Response
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 %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	

Qty. of structures cleaned	(#)	
Qty. of storm drain cleaned	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	(location)	
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)	(\$)	
• Hourly or per basin contract rate	(\$/hr or \$ per basin)	
• Disposal cost (included in contract rate)	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(#)	
• % Structures cleaned with clam shells	(%)	
• % Structures cleaned with vacor	(%)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)	(\$)	
• Hourly or lane mile contract rate	(\$/hr or \$ per ln mi)	
• Disposal cost	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers	%	
• % Roads swept with vacuum sweepers	%	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	96% NaCl 4%MgCl2
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs./ln mi or %)	
Estimated net reduction or increase in typical year sand application rate	(±lbs./ln mi or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

Stormwater outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	