

**Municipality/Organization: Town of Westborough**

**EPA NPDES Permit Number: MAR041173**

**TOWN OF WESTBOROUGH, MA  
DEPARTMENT OF PUBLIC WORKS**

**Annual Report**

**FOR**

***NPDES PHASE II  
SMALL MS4  
GENERAL PERMIT***

***YEAR 14***



**Department of Public Works**

**John M. Walden, Director**

**April 25, 2017**

**MA DEP Transmittal Number: X\_274779**

**Annual Report No & Report Period: No. 14 – (March 2016-March 2017)**

**NPDES Phase II Small MS4 General Permit**

**Annual Report**

**EPA NPDES Permit Number: MAR041173**

**Part I. General Information:**

Contact Person: John M. Walden, Department of Public Works Director

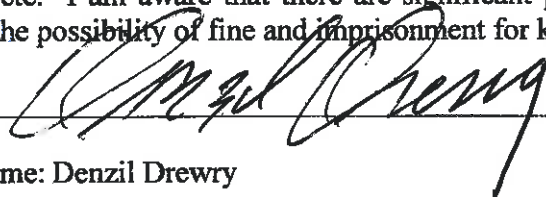
Telephone #: (508) 366-3070

Email: [jwalden@town.westborough.ma.us](mailto:jwalden@town.westborough.ma.us)

**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: Denzil Drewry

Title: Chairman, Board of Selectmen

Date: April 25, 2017

## Part II. Self-Assessment

The Town of Westborough (Town) has completed the required self-assessment for Permit Year fourteen and our findings are described below.

The Town had many accomplishments and improvements in Permit Year 14.

- The Westborough DPW performed several notable projects this year.
  - 100% of the known outfalls were field located with GPS, mapped in ArcMap and completed written inspection reports for each.
  - A list of drainage repair work needed was generated from the reports with the most critical highlighted. The highway department was able to complete 7 of the items listed.
  - Street sweeping was completed on 100% of the roads.
  - During routine maintenance along Flanders Road five existing inlets that were buried from years of neglect were discovered. DPW crews cleaned the inlets, re-graded, placed loam and seeded for stabilization. The Engineering Division then documented the work and located the inlets of each culvert by GPS. (see attached report). As a result of this work the drainage systems are functioning more effectively in this area. The drainage network in this area will require more investigation in Year 15 including locating all the outfalls associated with these improved inlets.
  - Four drainage construction projects were performed on Water Street, Harvey Lane, Church Street, and Adams Street.
  - The DPW continues to gather drainage infrastructure information including field data collection, GIS data compilation and mapping, asset condition assessments, and make capital improvement recommendations.
  - Hosted annual Household Hazardous Waste Collection Day and continued to offer the Rain Barrel program to residents
  - The Engineering division reviewed and approved 14 stormwater permits, as well as, reviewed over 100+ construction and post-construction submittals for compliance with the Town's bylaws and the MassDEP stormwater management standards.
  - Recently, the DPW has started working with a professor from the "OARS" organization and the Mill Pond School fifth grade teachers in developing a science curriculum that focuses on stormwater educational topics. It is the Town's goal to have this completed and implemented during the next school year

Following this section of the Annual Report is more information about DPW stormwater work performed.

- The Town participated in annual Earth Day activities and events organized by the Westborough Community Land Trust.
- The Town of Westborough continues to be an active participant in the Central Massachusetts Stormwater Coalition (Coalition). The Coalition's work in Year 14 was funded entirely by contributions from each of the 28 participating Towns. The Coalition

helped the Town with understanding the newly issued NPDES permit requirements, as well as, vital training with the new sampling program requirements. The Coalition has been a valuable resource to the Town. Many tasks/goals would not have been completed without the Coalitions assistance. Furthermore, they continue to offer many training opportunities.

Even with the great work above and the assistance of the Coalition, the Town still struggled to complete several goals this year. Furthermore, it is anticipated that this struggle will continue without dedicated personnel and dedicated yearly funding. Residents and Town Officials still do not have a thorough understanding of the costs and man hours required to satisfy the NPDES MS4 General Permit and Construction General Permit requirements. A new MS4 Permit was issued in 2016 (2016 Permit) with more stringent standards and many additional requirements. It will become increasingly difficult to comply with the revised permit requirements.

Catch basin cleaning operations greatly suffered this year because the two catch basin cleaners are antiquated and unreliable. Obtaining funds for new equipment still is a major obstacle as capital has been directed to other equipment within the DPW. During the first several years of the 2003 Permit, the DPW was able to maintain a yearly basin cleaning rate of 90 to 100 percent. However, the last few years the Town has struggled to clean less than half of the basins in town. Once again, out of date and equipment failures are the major cause. It is not known whether replacement of catch basin cleaning trucks will be funded in the spring of 2018 or not.

Clearly, the Town has not been able to maintain status quo with the existing permit and now must begin looking at the internal effort and fiscal requirements needed for the new permit. Additional funding is needed. If sufficient funds cannot be obtained from General Fund revenues, a stormwater utility may be required. A major goal in the DPW will be to educate the general public, as well as, other Town Departments about the substantial requirements the Town must meet in the future or potentially be subject to fines. Also, the DPW will continue to investigate and research other funding sources such as grants.

### ***Part III. Summary of Minimum Control Measures (MCM)***

In the following tables are a listing of the technical tasks and resources performed in Year 14. The goals for each been separated into divisions that mirror the six Minimum Control Measures (MCM's) in the 2003 Massachusetts Small MS4 Permit. Note that additional information regarding each BMP can be found in the text following each table.

## DRAINAGE PROJECTS

The following projects were completed by the Westborough DPW – Highway Division between April 1, 2016 – March 31, 2017.

Outfall improvements were completed at the following locations:

<u>OUTFALL #</u>	<u>STREET</u>
D477	Adams Street
D479	Adams Street
D497	Appleseed Drive
D513	Brewer Street
D763	Chauncey Street
D035	East Main Street
D018	Folly Lane

Drainage Improvements:

- Water Street - replaced approximately 70 feet of 12" CMP
- Harvey lane - replaced approximately 30' of 12" CMP
- Church / West Street - replaced approximately 25' of 24" clay pipe
- Adams Street - added double grate catch basins and additional pipe at house #49

Manhole and Catch Basin Repair:

- Stevens Road
- Nourse Street
- Ruggles Street
- West Main Street
- Chestnut Street
- Jennings Road
- Downtown (3)
- Brady Road Extention
- East Main Street (13)
- Hyder Street (2)
- Indian Pond Road
- Andrews Road
- South Street
- Otis Street



Note: Information provided by the Highway Division on March 31, 2017.

## DRAINAGE IMPROVEMENTS REPORT



**Location:** Flanders Rd (East side from P.S to Connector Rd)

**Date:** WK of 8/15 thru 8/19, 2016

**Work Completed by:** Westborough Highway Division

At drop inlet/culvert in #D583CI0083 (discharges to outfall # 203 at 31 Flanders road) routine maintenance was performed. This included the removal of all excess vegetation, built up soil was excavated out and inlet channels were redefined. Stone was placed at key locations. In addition, a swale running along the road for about 50 feet was created to capture road runoff and be directed to the drop inlet. The swale was loamed and seeded.



During these activities an additional 5 drop inlets\*\* were discovered. Most had vegetation grown over them and soil built up over the tops of the inlet to the extent their existence was unknown. They were all exposed; the area around each one was cleaned up and made functional. After, each location was GPS'd in to the Town mapping system, given GIS ID numbers and added to the annual maintenance list maintained by the Highway Division.

**\*\*The outfalls associated with the new drop inlets were not found at this time**







#D583CI0083

Additional work is  
needed at this  
location.



3/2017

"ATTEN"

D09Z





D092

"BEFORE"

3/2017



**Part III. Summary of Minimum Control Measures**

**1. PUBLIC EDUCATION & OUTREACH**

<b>BMP ID#</b>	<b>BMP Description</b>	<b>Responsible Dept/person</b>	<b>Measurable Goal(S)</b>	<b>Progress on Goal(s)- Permit Year 14</b>	<b>Planned Activities - Permit Year 15</b>
<b>General Public</b>					
1. A	Educational Posters with handouts	DPW	1. Display educational posters & handouts at Spring and Fall TM 2. Find new locations to display posters	1. DISCONTINUED - The effectiveness of this outreach task was determined to be deficient. 2. DPW display twice in one year.	1. DISCONTINUED - (See New Goals below for replacement task) 2. Continue to display at the DPW semi-annually.
1. B&C.	Cable TV Outreach	DPW	Run educational PSA's and bulletin campaign on Westborough cable TV	DISCONTINUED. The number of new hits each received was minuscule and not effective.	DISCONTINUED - Seek guidance from the newly issued 2016 NPDES MS4 permit requirements.
1. D	Town Website	DPW	Post stormwater information on Town website	Ongoing. General stormwater information remains available on the website	DPW will continue to encourage IT to modify the website to be more user friendly with graphics and brochures.
1. E	Educational Stormwater display	DPW	Exhibit a stormwater display at Library and Senior Center	On Hold. In anticipation of the new 2016 NPDES permit requirements being issued, creating new displays was delayed to ensure efforts made would be in compliance with the new permit.	
<b>Homeowners</b>					
1. F	Mailings	DPW	Mail educational flyers that target specific issues pertaining to homeowners & stormwater	A brochure was created and mailed to every Westborough homeowner on public water in Spring 2016.	make improvements on existing brochure & create new brochures as time and funding allows
1.G	Letters to detention basin abutters	Con Com Officer	Mail educational letters to detention basin abutters about function and importance of no dumping	All abutters to the 50+ town owned detention basins received educational letters from Con Com Department.	Work with Con Com officer on follow-up educational information to residents
<b>Students</b>					
1. H	Education	DPW	Conduct grade appropriate presentations w/ Environscape	Previous years presentations were performed to 3 <sup>rd</sup> & 6 <sup>th</sup> grades. No presentations performed this year.	The DPW has partnered with an OARS member to create a curriculum that includes stormwater for the 5 <sup>th</sup> grade students at Mill Pond School. Hands on projects and teaching tools like the enviroscape will be used. We anticipate the program should be fully developed & functioning within one year.
1. I	Education	DPW	To engage and work with schools to increase discussions with students on stormwater issues	No action occurred on this task this year.	
<b>Goals for Permit Year 15</b>					
1.J	Education	DPW	Educate general public using new technologies	We anticipate this goal to remain valid for new 2016 NPDES permit.	Make available to the public the Coalitions Twitter account
1.K	Target potential high commercial polluters	DPW / Con Com officer	Educate specific industries stormwater pollution they generated	Con Com Officer targets the 69 DEP registered hazardous waste generators. (see attached)	Make and mail industry specific educational flyers. Seek help from other departments.

Minimum Control Measure 1: Public Education and Outreach

Town BMP ID#

1.A. The effectiveness of using the “Sewer vs. Drain” display and handouts that have traditionally been distributed at each Town Meeting has increasingly diminished. Although, the DPW will continue to post stormwater awareness posters and literature at a minimum of twice a year at the DPW, the Town will seek guidance from the new 2016 Permit for a replacement task to comply with this goal.

1.B. Several years ago Westborough Girl Scout Troop #11032 created 3 educational public service videos on stormwater pollution that was regularly aired on Westborough TV year round. The number of new hits to view the videos was miniscule indicating that its effectiveness is minimal. Therefore it will be replaced as part of BMP # 1.H & 1.I (see below) with new videos being created and aired.

1.C. Similar to BMP # 1.B, the “Stormwater Matters” Outreach and Ad Campaign created by the Engineering Division that continuously aired on Westborough TV has lost its effectiveness. Therefore, the DPW will seek guidance from the newly issued 2016 Permit for improved ideas and projects for the Town to undertake.

1.D. The Town’s DPW website has a dedicated section for just Stormwater Information. A video on how a catch basin is cleaned can be accessed on this site via [http://www.town.westborough.ma.us/Public\\_Documents/WestboroughMA\\_DPW/Stormwater%20Information/](http://www.town.westborough.ma.us/Public_Documents/WestboroughMA_DPW/Stormwater%20Information/) and educates residents on how catch basin maintenance is performed.

1.E. The Town discontinued showing a three dimensional display at the Westborough Library at least once a year. The DPW will seek guidance from the newly issued 2016 Permit for improved ideas and projects for the Town to undertake.

1.F. In an effort to reach out to the majority of the residents at once the DPW mailed an informational brochure with the Spring 2017 water bills. The brochure was completely redesigned in effort to generate renewed interest. A copy of 2017 brochure is attached.

1.G. The Conservation Commission Agent continues to mail educational letters to detention basin property owners every year the month of May/June. Approximately 125 of these letters are sent. (See attached June 16, 2016 letter).

1.H. & 1.I. The Enviroscape provided by the Coalition for stormwater demonstrations was not used this reporting year however it will be utilized as part of a pilot stormwater educational program at Westborough Mill Pond School. The DPW is fortunate to have the opportunity of joining efforts with a professor from the “OARS” organization in developing a science curriculum for 5<sup>th</sup> graders that focuses on stormwater educational topics. It is the Town’s goal to have this completed and implemented during the next school year. In the meantime, students are currently making posters and a video about stormwater, as well as, planning a field trip to the Westborough Wastewater Treatment Plant and a vernal pool expedition. The Town is extremely grateful to have someone with these exceptional credentials volunteer his time and efforts.

***It is everyone's  
responsibility to keep  
Westborough's  
stormwater clean***

- ◆ Don't dump anything into the storm drain
- ◆ Use fertilizers and pesticides sparingly
- ◆ Keep grass clippings, trash, and dirt off the streets and out of the gutter
- ◆ Prevent automobile fluid leaks, oil & gas
- ◆ Wash your car on the lawn so water and soap get absorbed
- ◆ Use low phosphate detergents in small amounts
- ◆ Clean up pet waste; put in trash
- ◆ Spread the word about protecting our water



*Questions or looking  
for ways to help?*

*Contact Town of  
Westborough DPW  
Engineering Division  
at  
(508) 366- 3076*



**POLLUTED  
LAKES,  
STREAMS &  
PONDS**

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**If we don't  
change our  
ways this will  
be true.**

DPW I.T. STORM WATER MAILER





BMP 1.9.

# TOWN OF WESTBOROUGH MASSACHUSETTS

## Conservation Commission



Forbes Municipal Building  
45 West Main Street  
Westborough, MA 01581

June 16, 2016

RE: Town of Westborough Stormwater Detention Basin Education Letter

Dear Westborough Resident,

On behalf of the Westborough Conservation Commission and the Department of Public Works, this letter is intended to provide a general overview of the regulated mandates that the Town must adhere to relative to the yearly maintenance of approximately 50 stormwater detention basins in Town. As a resident in Westborough, this letter is being sent to you because your property is in close proximity to a detention basin. There are approximately 120 individual properties that have received this generic letter.

Stormwater detention basins can vary in size but their function remains the same. The detention basins receive stormwater from the subdivision roadways whereby stormwater is collected within catchbasins then conveyed to the detention basins. The detention basins are designed to treat and slowly release the stormwater to the adjacent wetland resource areas. These detention basins were permitted both by the Conservation Commission and the Planning Board and became the responsibility of the Department of Public Works to maintain after the subdivision roads were accepted as public ways at various Town Meetings.

The Department of Public Works mows all the detention basins once per year and conducts other required maintenance. The Town has been observing numerous yard waste dumping within some of the detention basins and even upon some of the most critical man-made concrete components. Dumping yard waste within the detention basins and the associated utility easements can cause the detention basin to malfunction and is also a Wetlands Protection Act violation.

The Town will inspect the detention basins frequently to ensure that yard waste dumping is not occurring and will notify owners if warranted to remove the yard waste from the regulated detention basins and utility easements.

Should you have any questions please feel free to contact me Conservation Commission Administrative Assistant, Sheri Rullie at 508-366-3014 and if you need to leave a voicemail please state your address so that we can respond as promptly as possible. Thank you for your cooperation and support.

Respectfully Submitted,

Sheri Rullie  
Conservation Commission Administrative Assistant

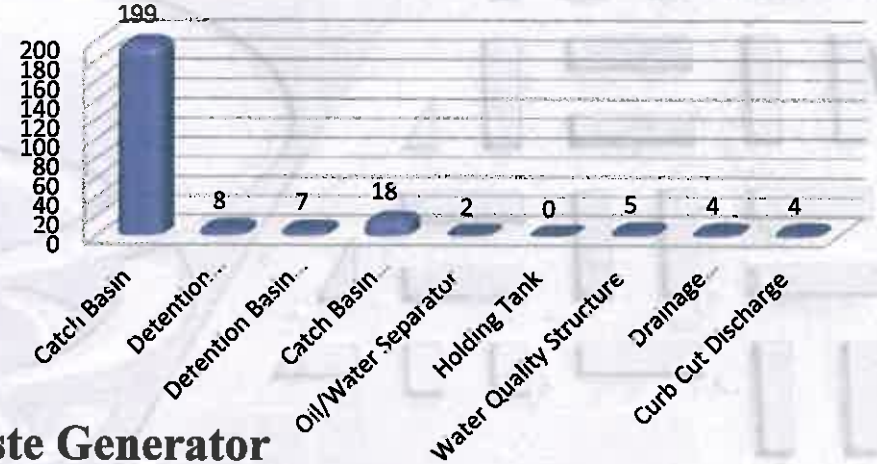
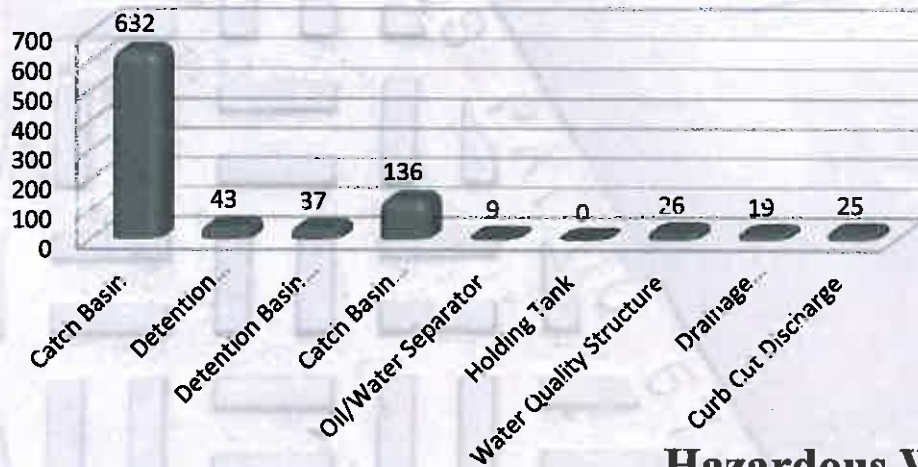


### Aquifer Zone II 91 Properties (34%)

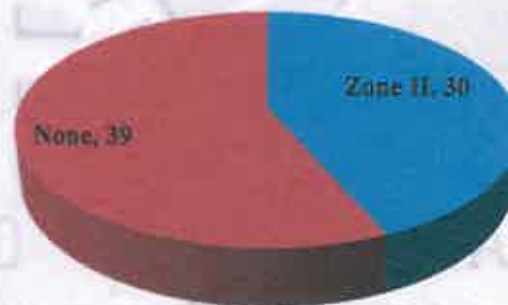


Zone II

Zone II Divided



### Hazardous Waste Generator 69 Properties (26%)



2. PUBLIC INVOLVEMENT AND PARTICIPATION

BMP ID#	BMP Description	Responsible Dept/person	Measurable Goal(S)	Progress on Goal(s)- Permit Year 14	Planned Activities - Permit Year 15
<b>General Public</b>					
2. A	Catch Basin Stenciling	DPW	Solicit and have volunteers perform CB Stenciling	Approximately less than 50 catch basins were stenciled this year a decreased by lack of interest from the public.	With the guidance of the new 2016 NPDES permit the DPW will evaluate the program, make changes and implement a more effective program.
2. B	Hazardous Waste Collection Day	Board of Health	Hold Hazardous Waste Collection Day annually	Completed. The Board of Health continues to hold a household hazardous waste day annually.	Continue to work with the Board of Health in running the collection day.
2. C	Rain Barrel Program	DPW	Participate in the rain Barrel program in coordination with The Great American Rain Barrel Company	Completed. The Town of Westborough participates in this annually.	Continue to participate in the program. Create a link on Town website for residents to obtain information and seek advertisement opportunities
2. D	Earth-day clean up	Westborough Community Land Trust	Earth Day Clean-up	Completed. The Town of Westborough participates in this annually.	1. Continue assisting WCLT in Earth Day activities 2. Reach out to WCLT to participate in their activities that contribute to the stormwater campaign
2.E	Hold public meeting to educate people on stormwater awareness	DPW	Advertise and hold meeting	This was a new goal for YR 13 and limited work was performed on it.	With the guidance of the new 2016 NPDES permit the DPW will evaluate this planned activity, make changes and implement a more effective program if necessary.
<b>Students</b>					
2.F	Education video	DPW	Create educational videos	Ongoing, the goal was to have a new video created since the 3 being run on the local cable station are from 2013.	In conjunction with BMP ID #'s 1.H & 1.I, one of the planned projects for the students will be to make educational videos. Additional activities will be evaluated and added to satisfy the requirements of the new permit.
2.G	School student involvement	Many	Improve School student improvement	No action was taken on this goal.	

Minimum Control Measure 2: Public Involvement and Participation

In YR14 Westborough continued to work with the Coalition in its efforts to engage the public to get involved and participate in stormwater activities.

Town BMP ID#

- 2.A. The Town had approximately less than 50 catch basins stenciled this year due to the decrease in interest for this activity. Therefore, the DPW will seek guidance from the newly issued 2016 Permit for improved ideas and projects for the Town to undertake or whether this task should be discontinued permanently. We will continue to add basin information to our data base as information is obtained.
- 2.B. The Westborough DPW will continue to host the Westborough Board of Health's annual household hazardous waste collection day which occurred in October 8, 2016. By providing a place for residents to dispose of their household wastes; such as oils, paints, solvents and unrestricted pesticides, we hope to prevent people from dumping into catch basins and polluting our waters. (See attached)
- 2.C. The Town has continued participating in the Rain Barrel Program. This program helps the local watershed by slowly releasing rainwater from the rain barrel into residents' gardens resulting in decreased stormwater runoff and pollution. Additionally, this assists in recharging the ground water. A goal for this task is to familiarize residents of the program and generate more interest.
- 2.D. The Town of Westborough Community Land Trust organizes a "Town Wide Earth Day Clean-up" every year. Volunteers of all ages come together to pick up litter from around our lakes, streams and streets. (See attached). In addition, the DPW teamed up with OARS for their "30<sup>th</sup> annual River Cleanup" on September 17, 2016.
- 2.E. In Year 13 this BMP task was added. The intent was to create and conduct an informational stormwater presentation to the public however limited work on this task was performed. After further review and attending workshops/classes regarding MCM #2, the Town is uncertain how effective this task would be. Therefore, the DPW will seek guidance from the newly issued 2016 Permit for improved ideas and projects to satisfy this requirement.
- 2.F. & G. These two goals, education video and school student involvement, are now being addressed jointly. In conjunction with BMP ID #'s 1.H & 1.I , one of the planned projects for the students will be to make educational videos. The curriculum and activities to be performed are currently being created.


# OCT 8 Westborough Hazardous Waste Drop Off Day

< Return to the Westborough Patch Calendar  
(<http://patch.com/massachusetts/westborough/calendar>)

Oct 8, 2016 at 7:30am (Free Event)

DPW, 183 Oak St., Westborough, MA

+ Add to Calendar

View on Map  (<http://maps.google.com/maps?z=10&t=m&q=loc:42.286010200000+-71.628342500000>)



Posted by CHARLENE ARSENAULT ([HTTP://PATCH.COM/USERS/CHARLENE-ARSENAULT](http://patch.com/users/charlene-arsenaault))

Like 0 Share

It's time to clean out the basement.

Items allowed for drop-off include automotive supplies such as wax, fluids and oils. Most paints and solvents are acceptable for drop-off, and unrestricted pesticides, as well. Hobby supplies such as house chemistry sets and propane tanks are allowed. Household supplies approved for dumping include dyes, spot remover and moth balls.

There is a significant list of items not allowed, and also restrictions on the method of packaging the items.

View the full list of approved and restricted items, and other specifics, [here](#).

([http://town.westborough.ma.us/Public\\_Documents/WestboroughMA\\_BBoard/0573552000F8513.0/HouseholdHazardousWasteFlyer2016.pdf](http://town.westborough.ma.us/Public_Documents/WestboroughMA_BBoard/0573552000F8513.0/HouseholdHazardousWasteFlyer2016.pdf))

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WESTBOROUGH Shopping Center

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National Retailers • Restaurants • Shops • Medical Offices • Services

Wednesday, April 6th, 2016 | Posted by [Community Advocate Staff](#)

# Town-wide Earth Day Cleanup in Westborough April 23



The Westborough Community Land Trust will hold the Town-wide Earth Day Cleanup Saturday, April 23. Early birds meet at Bellows Road or West Meadow Plaza at 6:30 a.m. Families and groups are invited at 9:30 a.m. to Lake Chauncy parking lot to be assigned a site to clean up. Come with enthusiasm, long sleeves, sturdy shoes, and gloves. Trash bags provided.

Neighbors are also encouraged to clean up along neighborhood sidewalks and streets during the month of April. If you have any questions, or would like to sign up for an independent clean-up and receive trash bags, contact Town-wide Cleanup Chair Bruce Tretter at [earthday@westboroughlandtrust.org](mailto:earthday@westboroughlandtrust.org)

Short URL: <http://www.communityadvocate.com/?p=72998>

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BUMP 2 D

# OARS

FOR THE ASSABET SUDBURY & CONCORD RIVERS

23 Bradford Street · Concord, MA 01742

978 · 369 · 3956

office@oars3rivers.org

www.oars3rivers.org

**BOARD OF DIRECTORS**

October 3, 2016

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Westborough, MA 01581

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Brian Kilcoyne  
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Hudson

Pam Rockwell  
Concord

Peter Shanahan  
Acton

Lisa Vernegaard  
Maynard

Dear John,

Saturday, September 17<sup>th</sup> was a perfect day for OARS' 30<sup>th</sup> Annual River Cleanup. Two hundred volunteers came out to clean up the Assabet, Sudbury and Concord Rivers, making it an outstanding success!

Volunteers took advantage of record low water levels and pulled out piles of trash, including bicycles, tires, car parts, home appliances, bags of bottles and cans, a mannequin – even the kitchen sink!

As you are well aware, a major portion of the job is disposing of the trash after it comes out of the river. Your support makes this possible and we are very grateful.

Thanks to your generous support, the river will be a cleaner and healthier place for another year. We have photos along with a listing of sponsors on our website, oars3rivers.org.

We look forward to working with you in the future.

Regards,

Julia Khorana  
Development Director



*Thank you very much!*



### 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

BMP ID#	BMP Description	Responsible Dept/person	Measurable Goal(S)	Progress on Goal(s)- Permit Year 14	Planned Activities - Permit Year 15
3.A	Stormwater System Mapping	DPW	Focus on QA/QC of the maps between the field and the database	Ongoing. The full time summer intern continued to field check map accuracy. Discrepancies were added by GPS	<ol style="list-style-type: none"> <li>1. The Town purchased its own GPS in year 13.</li> <li>2. Continue gathering information and updating maps as time allows.</li> <li>3. Hire summer intern to assist.</li> </ol>
3.B		DPW	Map all and inspect all outfalls. Monitor outfall for conrtrition and begin water quality field testing.	<ol style="list-style-type: none"> <li>1. All known outfalls were inspected, reports written and mapped by GPS.</li> <li>2. develop and begin water quality program for 10% outfalls or as new MS4 permit requires</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform yearly inspections &amp; reports for all outfalls in Town</li> <li>2. There was no progress on the monitoring goal therefore it will remain as a planned activity for Permit Year 15</li> </ol>
3.C		GIS/MIS	Make changes and up-dates to main database	Ongoing. A part time position was added to the dept. to assist with this task; however time constraints prevented this task from being completed.	<ol style="list-style-type: none"> <li>1. Enhance the mapping link possibilities. Upgrade software to have enhanced mapping abilities. A RFP has been sent out for this goal.</li> <li>2. Seek out qualified volunteers</li> </ol>
3.D	Inventory commercial properties with drain system directly discharges to municipal drainage system	CON COM Officer	Identify, create a database and map all of the commercial properties. Indentify which sites discharge directly into the municipal drainage system.	The database has been created and continues to be updated. Mapping has not occurred at this time due to time and financial constraints.	<ol style="list-style-type: none"> <li>1. Work with MIS Director to have the information integrated into the Town mapping system.</li> <li>2. Seek additional funding to continue and expand these efforts.</li> </ol>
3.E	Identify and eliminate illicit discharges from non-residential sites	CON COM Officer	Identify sites that are illicitly discharging into the municipal drainage system and take corrective action where applicable	The database has been created to highlight these sites. The Con Com officer has taken the steps to eliminate the discharges.	<ol style="list-style-type: none"> <li>1. Work with MIS Director to have the information integrated into the Town mapping system.</li> <li>2. Seek additional funding to continue and expand these efforts.</li> </ol>
3.F	IDDE Plan	DPW	Record conditions of each CB on "CB Inspection Sheet". Create and record information on a computer spreadsheet	DPW crews continue to fill out CB inspection forms during CB cleaning operations. All goals from last year are ongoing.	<ol style="list-style-type: none"> <li>1. Crews will use new inspection forms when cleaning operations begin again.</li> <li>2. Continue logging all inspection information in spread sheet.</li> <li>3. Integrate information into GIS Mapping Database.</li> </ol>
3.G		DPW	Contract camera work to inspect existing drainage networks	Woodard & Curran completed all of the camera inspection work and provided Town with evaluation of existing conditions assessment.	<ol style="list-style-type: none"> <li>1. A prioritized list of drainage improvements was generated. Funding has not been obtained for any of these projects at this time.</li> </ol>

3.H		DPW	SSES activities	Completed.	1. Seek funding for future projects and develop a list of priority areas.
3.I	Bylaw Ordinance	DPW	Implementation of IDDE by-law	Continue on monitoring for potential Illicit discharges and address any with the authority of the by-law	1. Met with CMSWC to evaluate existing by-law. Minimal recommendations for improvement. 2. Work under this task will coincide with work described in BMP 3.B.
3.J	Inspection & Enforcement	DPW/ Bldg Dept	Solicit help from other Town departments in continuing to find and/or prevent illicit connections	No action was taken on this goal. Therefore, this is goal is carried over to the new permit year.	Investigate the potential of enlisting Town Plumbing Inspector to inspect all plumbing permit work for potential cross connections or illicit discharges in to storm drain system.

Minimum Control Measure 3: Illicit Discharge, Detection and Elimination

In YR14 Westborough DPW continued its mapping efforts as time allowed. The Leica surveying unit purchased by the Town a few years ago is an extremely valuable tool for mapping outfalls, catch basins, pipe, drain manholes, BMPs, and other components of the system which serve as the foundation for IDDE.

BMP ID#

3.A.,B., & C. The main goal of these tasks is to enhance the stormwater system mapping by performing field verification, field mapping and editing the mapping system to reflect actual site conditions. A summer college intern located, wrote inspection reports (see attached) and GPS located all known outfalls in Town. At this time the Town is aware of 576 outfalls.

Due to time and budget constraints the following goals were not completed this permit year.

- There are vast areas of Town that still need infrastructure field verified and added/updated on the mapping system.
- Develop and begin water quality program for a minimum of 10% of the outfalls
- Identify the receiving waters from outfalls.
- Map the watershed of each outfall.

The Town is in the process of reviewing RFP's from software consultants for assisting the Town with this task. The goal is to increase mapping activities with the Consultant's expertise and technology as well as, assistance in determining the requirements of the revised 2016 NPDES MS4 General Permit.

The Town estimates that cost associated with mapping in YR 14 to be well over \$50,000 and predicts this cost to increase rapidly as the requirements of the new 2016 Permit are implemented. (See attached blank Outfall Inspection Report sheet).

3.D. The Conservation Commission's office continues to regularly update the database of all commercial properties whose drainage system directly discharges into the Municipal drainage system. There have been 47 documented to date. (See attached). However, mapping of these systems has not occurred due to time and financial restraints. These efforts need to be integrated with the Town's MIS Director

3.E. The Town's Conservation Commission Agent continues to identify violations of IDDE including restaurants dumping grease and mop water into the storm drainage system. All violations have been cured and continue to be routinely monitored both by the Conservation Officer and the Board of Health. Furthermore, the Conservation Officer continues to ensure that the 28 oil/water separators that are located on private property but are tied directly into the Town's sewer system are maintained on a yearly basis. Inspection letter is attached. Mapping of these locations still has not occurred but remains a future goal.

3.F. Since January 2012, the Highway Department performs inspections of all catch basins during cleaning operations. The properties of each catch basin in town are evaluated,

inspected and recorded on a CB (Catch Basin) Inspection Sheet. A new inspection sheet was created this year in attempt to streamline the process. A sample inspection sheet is attached. An important part of inspection is for the worker to look for indicators of illicit connections. All the data is being recorded in a spreadsheet and will be integrated into the GIS mapping program in the future.

- 3.G. In Year 13, approximately 19,000 linear feet of existing drain pipe with diameters ranging from 8" to 36" was inspected with CCTV and where needed, cleaned. The Town received report with conditions assessment and a remedial plan for specific town owned storm drains and culverts. Of note, no cross connections or illicit discharges were found during this project. As a result of inspections, the Town will begin to prioritize drainage areas to address. The actual work on these areas will occur as time and funding allows.
- 3.H. As reported last year, the Town completed its Sewer System Evaluation Study (SSES) with AECOM. The object of the study is to identify sources of inflow and infiltration into the wastewater system. A portion of the funds was dedicated to the investigation and inspection of the Towns interceptor from the downtown area to the WWTP which was constructed in 1968. The study's conclusion was that the aging interceptor is deteriorating and is need of re-lining. The Town received the final report in February 2015.
- 3.I The Town of Westborough has a Discharges to Municipal Storm Drain System bylaw that was adopted at the May of 2008 Annual Town Meeting. This bylaw functions as the IDDE bylaw required in the NPDES Permit. To date the program has been an effective, appropriate and enforceable program. Since the consultant's review of the bylaw only recommended minor changes to the IDDE bylaw the Town decided to wait till the new NPDES MS4 General Permit is issued before making any changes. In accordance with the 2016 MA MS4 Permit the Town will create a monitoring for potential illicit discharges program. [see attached Westborough IDDE bylaw]
- 3.J This new goal set last year was to solicit help from other Town Departments to inspect for potential cross connections or illicit discharges when they are performing inspections for their own departments. This task was not completed and will remain as a future goal for Permit Year 15.
- 3.K. The Town met with the Coalition to investigate grant options for municipalities. Even though the Coalition is not aware of any grant money available, the Town will continue on its own explore funding options.

Outfall ID: D### Street:

Inspection Date: \_\_\_\_\_ Precipitation within: \_\_\_\_\_

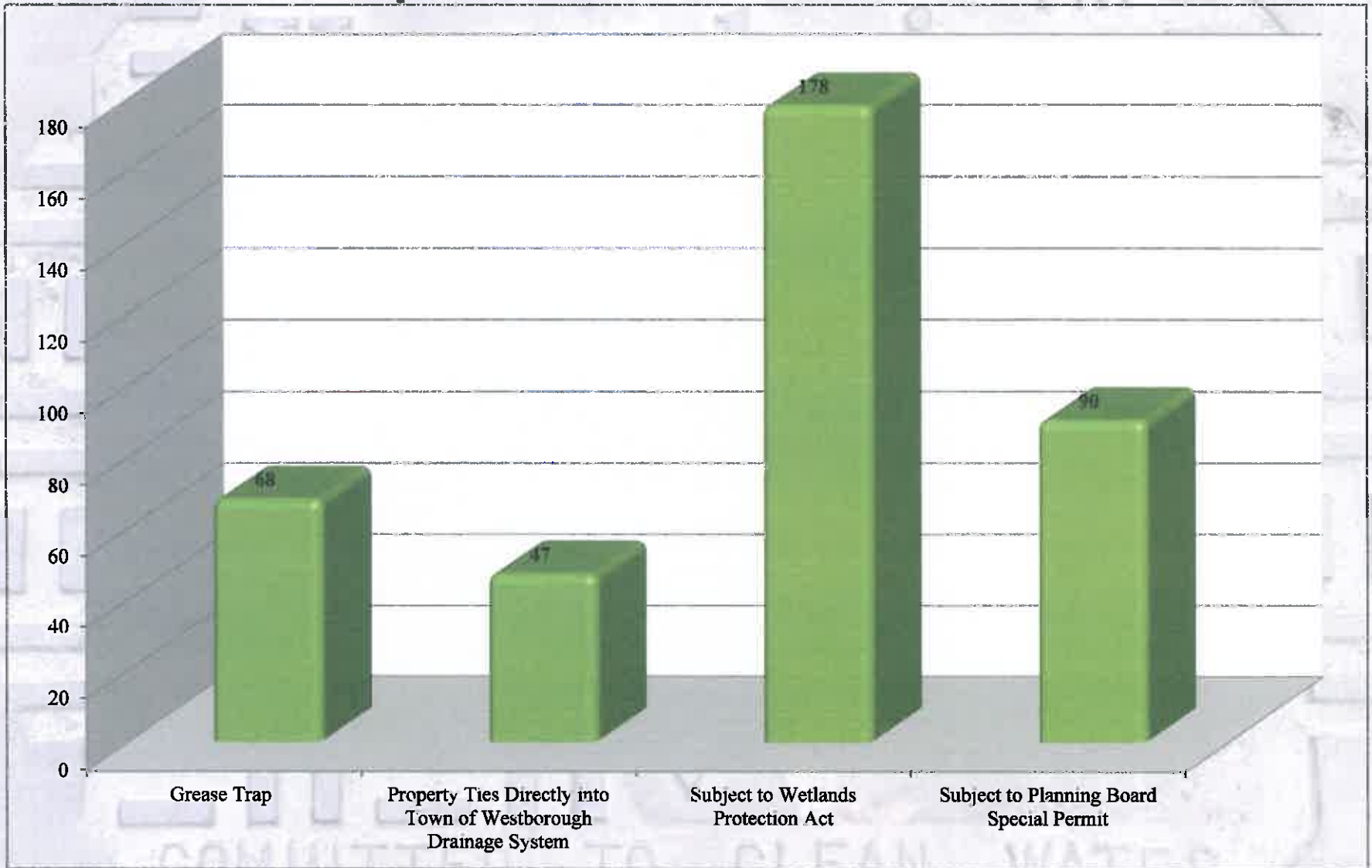


**DRY WEATHER OUTFALL INSPECTION SURVEY**

<b>Type of Outfall (check one):</b>		<b>Pipe Outfall</b> <input type="checkbox"/>		<b>Open Swale Outfall</b> <input type="checkbox"/>	
<b>Outfall Discharges to:</b>		<input type="checkbox"/> Wetland	<input type="checkbox"/> Brook	<input type="checkbox"/> Lake	<input type="checkbox"/> River
		<input type="checkbox"/> Brook	<input type="checkbox"/> Detention Area/ basin	<input type="checkbox"/> Other	<input type="checkbox"/> Stream
		Name: _____			
<b>OUTFALL</b>					
<b>Pipe Material:</b>		RCP <input type="checkbox"/>	CMP <input type="checkbox"/>	HDPE <input type="checkbox"/>	<b>Pipe Measurements:</b>
		PVC <input type="checkbox"/>	Other: _____	<input type="checkbox"/>	
<b>Pipe Condition:</b>		<b>Condition:</b>		<b>Needs Attention?</b> <input type="checkbox"/>	<b>Describe:</b>
		Good <input type="checkbox"/>	Poor <input type="checkbox"/>		
		Fair <input type="checkbox"/>	Crumbling <input type="checkbox"/>		
<b>HEADWALL</b> <i>*if outfall pipe does not have headwall, skip to Swale section</i>					
<b>Headwall?</b>		<b>Material:</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Stone <input type="checkbox"/>	Earthen <input type="checkbox"/>	Concrete <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Headwall condition:</b>		Good <input type="checkbox"/>	Poor <input type="checkbox"/>	<b>Needs Attention?</b> <input type="checkbox"/>	<b>Notes:</b>
		Fair <input type="checkbox"/>	Crumbling <input type="checkbox"/>		
<b>CHANNEL</b> <i>*if outfall pipe does not have headwall, skip to Swale section</i>					
<b>Defined Channel?</b>		<b>Material:</b>			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Paved (asphalt) <input type="checkbox"/>	Concrete <input type="checkbox"/>	Flared End <input type="checkbox"/>	Material: _____
		Earthen <input type="checkbox"/>	Other: <input type="checkbox"/>	Describe: _____	
<b>Channel Condition:</b>		Good <input type="checkbox"/>	Fair <input type="checkbox"/>	poor <input type="checkbox"/>	<b>Needs Cleanup?</b> <input type="checkbox"/>
		<b>Describe:</b>			
<b>SWALE</b>					
<b>Swale at Outfall Material:</b>		Stone <input type="checkbox"/>	Paved (asphalt) <input type="checkbox"/>	Concrete <input type="checkbox"/>	Earthen <input type="checkbox"/>
		Other <input type="checkbox"/>	Material: _____		
<b>Swale Condition:</b>		Good <input type="checkbox"/>	Fair <input type="checkbox"/>	<b>Needs Attention?</b> <input type="checkbox"/>	<b>Describe:</b>
		Poor <input type="checkbox"/>	No defined swale <input type="checkbox"/>		
<b>FOLLOWING APPLIES TO ALL OUTFALLS :</b>					
<b>Description of Flow:</b> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Trickling <input type="checkbox"/> Dry <input type="checkbox"/>					
<b>Is outlet submerged? if yes, indicate approximate height of water above the outlet invert. Yes <input type="checkbox"/> (in):</b>					
<b>Odor:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Circle: sewage / petroleum-gas / sulfide / other :					
<b>Circle All Materials Present:</b>		Excessive sediment <input type="checkbox"/>	Foam <input type="checkbox"/>	Sanitary Waste <input type="checkbox"/>	Algae <input type="checkbox"/>
		Orange staining <input type="checkbox"/>	Sheen: Bacterial <input type="checkbox"/>	Sheen: Petroleum <input type="checkbox"/>	
		Floatables <input type="checkbox"/>	Excessive Vegetation <input type="checkbox"/>		

Inspector: \_\_\_\_\_

# Special Conditions



BMP 3.D & E





LOCATION DESCRIPTION \_\_\_\_\_

GIS ID # \_\_\_\_\_

### Catch Basin Field Data Sheet

**Indicators of Illicit Discharge**

(check all that apply)

ODOR describe: \_\_\_\_\_


CLOUDY WATER

Date of cleaning _____
Depth before cleaning _____
Depth after cleaning _____
Cleaned by _____

FLOATING DEBRIS type: Sewerage Toilet Paper Petroleum Other \_\_\_\_\_

COLOR \_\_\_ Clear \_\_\_ Brown \_\_\_ Green \_\_\_ Red/Orange \_\_\_ Other

**Condition of Structure**

■ GRATE type:   \_\_\_ 3 flange \_\_\_ 4 flange

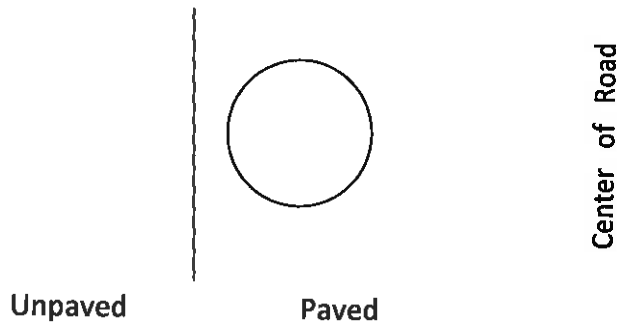
■ FRAME \_\_\_ Good \_\_\_ Need to be replaced

■ BRICKWORK \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Needs replacement

■ STRUCTURE type: \_\_\_ Masonary Block \_\_\_ Precast \_\_\_ Other

condition: \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Needs replacement

Draw pipe in/out, pipe size and type (Draw)



# **BMP # 3.1**

## **WESTBOROUGH ILLICIT DISCHARGE LAW**

### **BYLAW GOVERNING DISCHARGES TO THE MUNICIPAL STORM DRAIN SYSTEM**

#### **SECTION 1. PURPOSE**

Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the Town of Westborough's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this by-law are:

1. to prevent pollutants from entering the town's municipal separate storm sewer system (MS4);
2. to prohibit illicit connections and unauthorized discharges to the MS4;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this by-law through inspection, monitoring, and enforcement.

#### **SECTION 2. DEFINITIONS**

For the purposes of this by-law, the following shall mean:

**AUTHORIZED ENFORCEMENT AGENCY:** The Town of Westborough Department of Public Works (DPW) Manager, its employees or agents designated to enforce this by-law.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**CLEAN WATER ACT:** The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

**DISCHARGE OF POLLUTANTS:** The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

**GROUNDWATER:** Water beneath the surface of the ground.

**ILLICIT CONNECTION:** A surface or subsurface drain or conveyance, which allows an illicit discharge (see definition) into the municipal storm drain system, including sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, without limitation regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this by-law.

**ILLICIT DISCHARGE:** Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 7. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from fire fighting activities exempted pursuant to Section 7, subsection 4, of this by-law.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Westborough.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT:** A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

**NON-STORMWATER DISCHARGE:** Discharge to the municipal storm drain system not composed entirely of stormwater.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POLLUTANT:** Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any municipal storm drain system including private sources/systems or to waters of the Commonwealth. Pollutants shall include without limitation:

- (1) paints, varnishes, and solvents;
- (2) oil and other automotive fluids;
- (3) non-hazardous liquid and solid wastes and yard wastes;
- (4) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (5) pesticides, herbicides, and fertilizers;
- (6) hazardous materials and wastes; sewage, fecal coliform and pathogens;
- (7) dissolved and particulate metals;
- (8) animal wastes;
- (9) rock, sand, salt, soils;
- (10) construction wastes and residues; and
- (11) and noxious or offensive matter of any kind.

**PROCESS WASTEWATER:** Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**RECHARGE:** The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**STORMWATER:** Storm water runoff, snow melt runoff, and surface water runoff and drainage.

**SURFACE WATER DISCHARGE PERMIT.** A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

**TOXIC OR HAZARDOUS MATERIAL or WASTE:** Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include without limitation

any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**WATERS OF THE COMMONWEALTH:** All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, costal waters, and groundwater.

**WASTEWATER:** Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

### SECTION 3. APPLICABILITY

This by-law shall apply to flows entering the municipally owned storm drainage system.

### SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

### SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The DPW Manager or its agent shall administer, implement and enforce this by-law. Any powers granted to or duties imposed upon the DPW Manager may be delegated in writing by the DPW Manager to employees or agents of the DPW.

### SECTION 6. REGULATIONS

The DPW Manager or its agent may promulgate rules and regulations to effectuate the purposes of this by-Law. Failure by the DPW Manager or its agent to promulgate such rules and regulations shall not have the effect of suspending or invalidating this by-law.

### SECTION 7. PROHIBITED ACTIVITIES

**Illicit Discharges.** No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the MS4 (see definition), into a watercourse, or into the waters of the Commonwealth or the United States.

**Illicit Connections.** No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

**Obstruction of Municipal Storm Drain System.** No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from The DPW Manager or its agent.

### SECTION 8. EXEMPTIONS

Discharge or flow resulting from fire fighting activities.

DPW ice and snow control operations.

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

- (1) Waterline flushing;
- (2) Flow from potable water sources;
- (3) Springs;
- (4) Natural flow from riparian habitats and wetlands;
- (5) Diverted stream flow;
- (6) Rising groundwater;
- (7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
- (8) Water from exterior foundation drains, roof drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, sump pumps, or air conditioning condensation;
- (9) Discharge from landscape irrigation or lawn watering;
- (10) Water from individual residential car washing, washing walkways, patios, house siding, windows, or similar house-related activities;
- (11) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance.
- (12) Discharge from street sweeping;
- (13) Dye testing, provided verbal notification is given to the DPW or its agent prior to the time of the test;
- (14) Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (15) Discharge for which advanced written approval is received from the DPW Manager or its agent as necessary to protect public health, safety, welfare or the environment.

#### SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The DPW Manager or its agent may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

#### SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire department. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

#### SECTION 11. ENFORCEMENT

The DPW Manager or its agent shall enforce this by-law, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this by-law, regulations, permit, notice, or order issued thereunder, the DPW Manager or its agent may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The DPW Manager or its agent may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to the MS4; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Westborough may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Westborough, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the DPW Manager or its agent within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the DPW Manager or its agent affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59 § 57 after the thirty-first day at which the costs first become due.

Criminal Penalty. Any person who violates any provision of this by-law, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$ 300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Westborough may elect to utilize the non-criminal disposition procedure set forth in G.L. c. 40, s. 21D. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Entry to Perform Duties Under this By-Law. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the DPW Manager or its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and regulations and may make or cause to be made such examinations, surveys or sampling as the DPW Manager or its agent deems reasonably necessary.

Appeals. The decisions or orders of the DPW Manager or its agent shall be final. Further relief shall be to a court of competent jurisdiction. Remedies Not Exclusive. The remedies listed in this by-law are not exclusive of any other remedies available under any applicable federal, state or local law.

## SECTION 12. SEVERABILITY

The provisions of this by-law are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this by-law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this by-law.

## SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have 30 days from the effective date of the by-law to comply with its provisions provided good cause is shown for the failure to comply with the by-law during that period.



**4. CONSTRUCTION SITE STORM WATER RUNOFF CONTROL**

<b>BMP ID#</b>	<b>BMP Description</b>	<b>Responsible Dept/person</b>	<b>Measurable Goal(S)</b>	<b>Progress on Goal(s)- Permit Year 14</b>	<b>Planned Activities - Permit Year 15</b>
4.A	Stormwater Regulatory Mechanism	DPW/ Planning Dept	Develop and implement a bylaw for E&S control utilizing appropriate BMPs	Completed. Stormwater By-law adopted in Year 6.	1. The Coalition performed a review of the by-law and made minimal recommendations
4.B	Stormwater Management Policy	DPW	Review all incoming projects for compliance of stormwater management policy, including, proposed use of BMPs, erosion control plans and SWPPP.	Ongoing. DPW continues to review all submissions and evaluate for conformance of regulations	1. Continue to require stormwater permits and reporting requirements 2. Review and update permit as necessary 3. Continue reviewing all incoming plans for stormwater applicability
4.C	Stormwater Management Policy	CON COM Officer	Review all incoming projects from the Conservation Commission Officer's point of view apply Con Com stormwater management policy(s).	Ongoing. Con Com Officer continues to review all project submissions and writes detail Order of Conditions to ensure compliance.	1. Continue having the Con Com Officer actively reviewing all in coming plans and projects.
4.D	Inspection & Enforcement	DPW/ CON COM Agent	Conduct construction site inspections. Keep inspection records and violation reports Follow stormwater by-law procedures for any violations	Ongoing. Designated staff has been trained & perform regular inspections on all active construction sites	1. Continue site inspections & writing site reports. Maintain all records. 2. Violations into database 3. review current procedures and evaluate whether any adjustments should be made

Minimum Control Measure 4: Construction Site Stormwater Runoff Control

The Coalition reviewed the Town's Stormwater by-law and recommended minor changes. The Town chose to wait in making any changes until the 2016 MA MS4 Permit requirements were published.

Town BMP ID#

- 4.A The Town completed its stormwater by-law in Year 6 and continues to get good results from it. Each year a review of the by-law takes place and updated as necessary. In Permit Year 15, the Town will review the by-law for compliance under the revised 2016 MA MS4 Permit and make any needed changes.
- 4.B. The DPW continues to issue and keep track of all stormwater permits for projects that disturb over 5,000 square feet of land. Sites are continuously being reviewed for site runoff control. Periodic inspections are performed on all active sites. See attached for listing of stormwater permits issued in Permit Year 14.

We found that many homeowners felt overwhelmed by the Town's Stormwater requirements. Therefore, in the fall of 2012, we developed a simple document titled "Stormwater Permit Requirements". For each small project (less than 5,000 square feet of disturbance) the DPW prepared a list of conditions that must be met by the owner. We have continued to issue this document and are revising it as necessary.

- 4.C The Town's Conservation Officer prepares very detailed set of Orders of Conditions under the Wetlands Protection Act that aim to prevent construction sites from discharging runoff from the limits of approved construction. This has been highly successful and the Orders of Conditions include assistance in reviewing certain construction elements by the Town's Engineering Department. The benefits of this stormwater management policy include ensuring that detention basins are sized correctly, groundwater elevations conform to previous modeling, and that the overall utilities are installed in conformance with the approved plans.
- 4.D. The Town's Conservation Officer will continue to perform on-site inspections of all projects that have Orders of Conditions during the construction phase. A site report with any violations found will be completed and filed in the Town records.

PERMIT YEAR 14

BMP 4. B

APPLICATION FOR STORMWATER PERMITS

PERMIT #	CONTRACTOR	LOCATION	DATE	PAID
SW2016-1	IESI	238 Turnpike Rd	2-3-16	\$750 pd
SW2016-2	Cumtard farms	165 Flinders rd	2-9-16	\$780 pd
SW2016-3	JB Laneyan	146-148 ORIST NORVA FISHHOUSE	3-29-16	\$100 pd
SW2016-4	Quality Farming	25 Banktop	4-19-16	\$100 pd
SW2016-5	JB Laneyan	165 Flinders rd	4-26-16	\$750 pd
SW2016-6	R.B. Johnson / Elite Builders	18 Quick Farm Rd	7-13-16	\$100 pd
SW2016-7	R.B. Johnson / Elite Builders	25 Quick Farm Rd	7-13-16	\$100 pd
SW2016-8	Campbelli	500 Friberg	7-15-16	\$100.00 PAID
SW2016-9	Paxon Inc. McDevitts	299 Turnpike Rd.	8-16-16	\$100 pd
SW2016-10	Quality Farming	6 cwi whitney	9-9-16	\$25 pd
SW2016-11	Quality Farming	8 cwi whitney	9-9-16	\$25 pd
SW2016-12	Fryer Engineering	91 Flinders Rd.	10-17-16	\$750
SW2016-13	RW BROWN	Smith ST, FR, OR	11-3-16	\$25 pd



5. POST-CONSTRUCTION STORMWATER MANAGEMENT

BMP ID#	BMP Description	Responsible Dept/person	Measurable Goal(S)	Progress on Goal(s)- Permit Year 14	Planned Activities - Permit Year 15
5.A	Regulatory Mechanism	DPW/ Planning Dept	Bylaw that regulates the control of post construction runoff and the evaluate for appropriate BMPs	Completed. Stormwater By-law adopted in Year 6 included provisions for post-construction runoff.	1. Perform a review of the by-law and update as necessary. 2. Continue to regulate and implement the By-law
5.B	Stormwater Management Policy	DPW/ Planning Dept	Review all projects at various stages of construction for compliance of stormwater policy and conformance of BMP's	Ongoing. DPW reviews all submissions and evaluates proposed BMPs for conformance of regulations.	1. Continue reviewing all projects at various stages of construction.
5.C	Inspection & Enforcement	DPW/ CON COM Agent	Designate staff and perform inspections for each project	Ongoing. Designated staff performs regular inspections of all active construction sites	1. Continue site inspections and writing site inspection reports. 2. Enlist other departments to assist in the inspections.
5.D	Inspection & Enforcement	CON COM Agent	Create database and perform inspections	Ongoing. Database has been created and inspections occur on a regular basis. All inspections are recorded in database.	1. Update database as needed. 2. Perform inspections.
5.E	BMP Operation & Maintenance Procedures	DPW/ CON COM Agent	Develop operation and maintenance procedures for submission on each project	Ongoing. Procedures continue to be required for all projects	1. Continue requiring O&M plans 2. Evaluate Town requirements to the new MS4 permit requirements and change as necessary
5.F	Sampling to verify compliance with stormwater policies	TBD	Perform sampling on downstream watersheds of projects that have suspected negative impacts to the watershed.	No action was taken on this goal set for this year due to the anticipated release of the new MS4 permit and it's requirements	Develop sampling protocol and procedures for suspect violations using the new MS4 permit requirements



Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment

The Coalitions work for this MCM was not applicable to the Town of Westborough this year.

5.A The stormwater By-law adopted in reporting Year 6 continues to be an effective tool in the Town's efforts to mitigate degradation of the Towns water bodies.

5.B All new development and redevelopment in town must design, construct and maintain stormwater management practices that improve upon the pre-development runoff conditions following construction. The post-construction rate and volume of discharges are not permitted to exceed the pre-development conditions. These goals are accomplished by use of infiltration and drainage system improvements.

- The Town's Stormwater Bylaw requires that all projects which disturb more than one acre comply with the DEP Stormwater Management Requirements. The DPW reviews projects with no wetlands the same as they would if there were wetlands. All projects must meet Stormwater Management Requirements. This includes:

- Mitigating peak rate and volume of runoff
- Writing a full SWPPP with Erosion and Sediment Control Plan
- Providing Required Recharge volume calculations
- Providing Water Quality volume calculations
- TSS removal calculations
- Sediment forebay sizing
- Stormwater Management checklist (from DEP)
- Show calculations for 1" roof runoff recharge
- Estimated seasonal high ground water elevation and determine the Hydrologic soil group by a soil professional
- 72 hour drawdown calculations

The Town requires the submittal of as-built plans before occupancy permits are issued. This provides the Town with the ability to assure that the project has been built according to our regulations and that all permit requirements have been fulfilled appropriately.

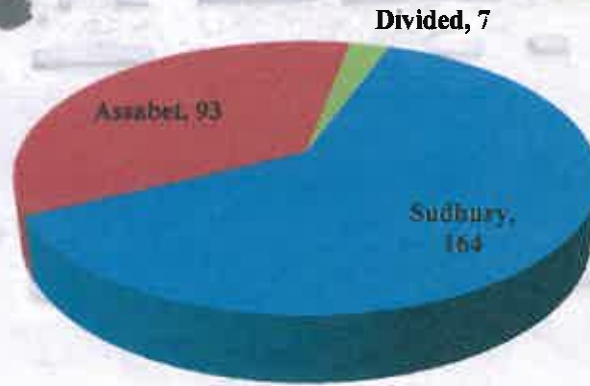
5.C. Site inspections are conducted on all project sites on a regular basis for assurance that BMP's are in compliance.

5. D. The Westborough Conservation Officer has created a database of 264 private sites that include a mix of industrial, commercial, and high-density residential sites that are yearly inspected for compliance with Town's stormwater maintenance requirements. Additionally, the database indentifies which commercial properties have on-site drainage that discharge directly into the public drain system. All the sites have been broken down into their respective river basins and aquifer zones. (See attached). This information is valuable and will enhance the Town's GIS mapping system once it is integrated together. An example of the database's capabilities is attached. The Town's conservation officer will continue to send out yearly letters to all sites reminding them of their obligations and to set up yearly visits.

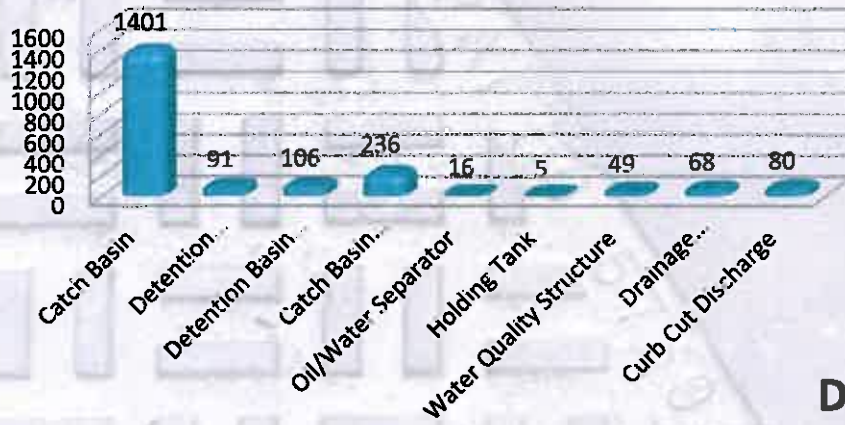
5.E During the review process, a Stormwater Operations and Maintenance document must be prepared by the applicant and is reviewed by the Town and adopted as a condition of

approval. The document must include provisions for all aspects of maintaining the stormwater system with specific inspections and maintenance schedules. The Stormwater Bylaw gives the Town authority to perform corrective actions and recoup the costs from the owner/operator if necessary. A goal for Permit Year 15 is to evaluate the Town's requirements and procedures against the newly issued NPDES MS4 General Permit and make any changes as needed.

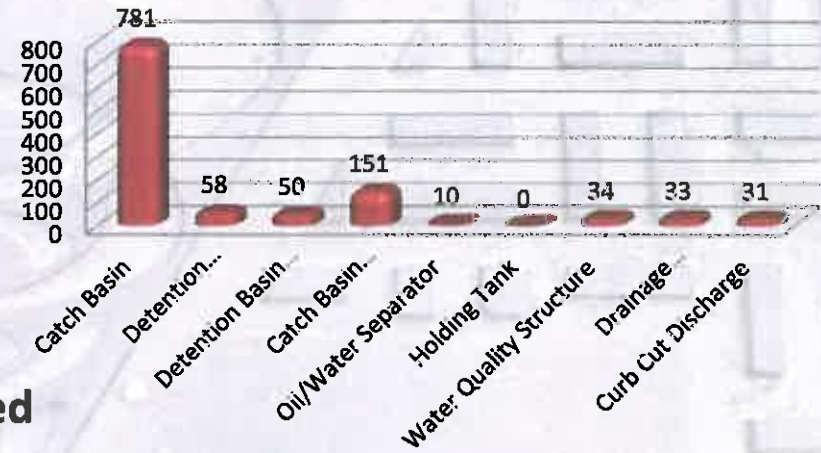
# River Basin



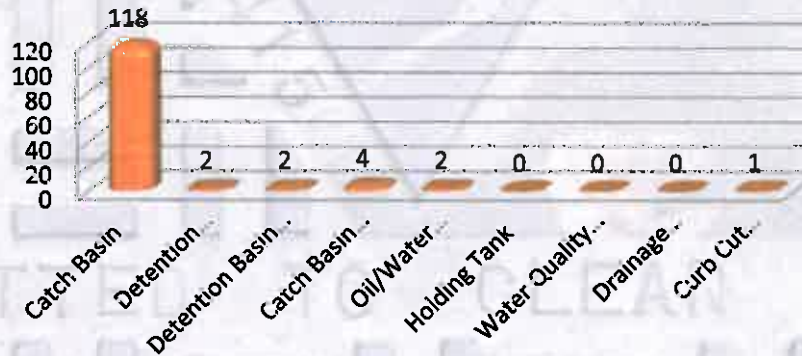
## Sudbury



## Assabet



## Divided



BMP 5.D.

6. POLLUTION PREVENTION/ GOOD HOUSEKEEPING

BMP ID#	BMP Description	Responsible Dept/person	Measurable Goal(S)	Progress on Goal(s)- Permit Year 14	Planned Activities - Permit Year 15
6.A	Employee Training	DPW	Develop and implement a training program for all DPW employees to attend	Ongoing. Employee training was performed in year 7.	1. Review and up-date training program for all employees on new procedures and policies 2. Seek guidance from CMSWC
6.B		DPW	Attend seminars and classes to educate employees in new techniques and trends in the industry	Ongoing. Due to time and financial constraints very few seminars and/or classes were attended	1. Increase the number of seminars and classes employees attend. 2. Expand the number of employees attending seminars and classes
6.C		Con Com Officer	Develop and conduct training/seminars for all municipal employees	Although no new presentations were contacted in-house the Con Com Officer did 2 presentations to the public.	1. Contact Con Com Officer to develop more presentations and/or training for Town Employees.
6.D	Stormwater System O&M	DPW	Enhance the existing storm drain system and CB cleaning. Implement a schedule of increased cleanings and strengthen record keeping.	Ongoing. Highway Dept. continues to complete inspection reports on all CB's during cleaning; however time & financial restraints resulted in less than 50 % of CBs being cleaned this year. New equipment funding was not approved at ATM.	1. Continue filling out inspection reports and maintaining records. 2. Prioritize CB schedule so that CBs not cleaned this year are completed first in the following year. 3. Request funding for new equipment.
6.E		DPW/CON COM Officer	Maintain Town stormwater infrastructure by performing annual maintenance inspections.	Ongoing. All Town owned detention basins are inspected and mowed annually.	1. Continue to implement program and record keeping. 2. Computerize record keeping. 3. Investigate expanding the program to monitor privately owned.
6.F	Pesticide / Fertilizer Reduction	DPW (Highway/Parks)	Develop and implements a management program for application. Annually summarize allocations	Ongoing. Application of fertilizers and pesticides is reviewed each year and modifications made.	1. Continue to implement program and reporting. 2. Develop and implement training on good application techniques that reduce impact to the watershed.
6.G	Municipal vehicles Maintenance and Repair	DPW	Review maintenance and repair vehicle repair program. make improvements that increase stormwater pollution prevention	Completed and ongoing. Spill collection devices are continuously being utilized. All oils and wastes are disposed of in one location and removed/disposed of by an outside party	1. Annually review operations and methods, make improvements where needed. 2. Train new employees in good housekeeping practices and re-train existing employees on a regular basis.

6.H	Municipal Roads	DPW	Enhance street sweeping operations. Computerize record keeping system.	Ongoing. Evaluate program annually to look for trends and trouble areas. 100% of the streets were swept Spring and Fall. Downtown area was swept bi-weekly during summer months. Funding was requested at ATM but the request was not approved.	<ol style="list-style-type: none"> <li>1. Again, mechanical equipment failures have plagued the DPW. Efforts have been hindered at times due to lack of functioning equipment.</li> <li>2. Continue to investigate funding sources for new equipment.</li> </ol>
6.I	Hazardous Waste	DPW	Establish a collection site to accept oil & grease waste to be properly disposed of	Completed and ongoing. The collection center for oil & grease waste at the DPW has been maintained for many years. Waste is picked up and disposed of by a qualified Vendor	<ol style="list-style-type: none"> <li>1. Continue to train employees and to use the collection site for all oil and grease waste.</li> </ol>
6.J		DPW	Establish a collection site to accept antifreeze waste to be properly disposed of	Completed and ongoing. The collection center for just antifreeze waste products continues to be maintained. Waste is picked up and disposed of by a qualified Vendor.	<ol style="list-style-type: none"> <li>1. Continue to train employees and to use the collection site for all antifreeze waste.</li> <li>2. Maintain properly records of disposal activities.</li> </ol>
6.K	Municipal (School) Infrastructure	Con Com Officer	Inventory municipal property infrastructure and set up maintenance program	Ongoing. Several sites still need to be GPS'd	<ol style="list-style-type: none"> <li>1. Continue to update as necessary</li> <li>2. GPS locations and update GIS database</li> </ol>

Minimum Control Measure 6: Pollution Prevention and Good Housekeeping in Municipal Operations

The Town's Stormwater Pollution Prevention Plan (SWPPP) remains to be effective for MCM 6. A template in the form of a word processing document is available on the Coalitions website and addresses elements common to all SWPPPs, including storage of materials, site inspection practices, water sampling, training, spill prevention and cleanup, Standard Operating Procedures for a number of activities, and other sections. In anticipation of the new 2016 permit, the Town delayed its self evaluation of its own SWPPP and will be performed using the most current requirements.

Town BMP ID#

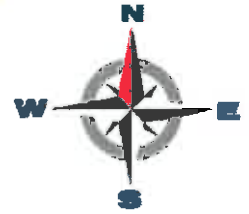
- 6.A Employees have been trained in good housekeeping procedures in municipal operations and will be periodically re-trained.
- 6.B The Town continues to seek out opportunities for more employee training. The engineering staff have attended several classes/seminars in particular on the requirements of the new 2016 Permit.
- 6.C The Town's Conservation Commission Officer did not conduct any presentations to Town Employees this reporting year however, two presentations were performed to outside parties. On February 27, 2017 the Conservation Commission Officer spoke to a group of Girl Scouts about how catch basins function and why it is important not to dump pollutants down them. Also on March 4, 2017, he spoke at the New England Environmental Conference (MAEC) regarding the private property stormwater inspection program he has developed.
- 6.D The Westborough DPW Highway has improved their record keeping of catch basin cleaning. Each basin cleaned gets an inspection report written which included condition of the structure, sediment height and any signs of IDDE. The Town was plagued with equipment failures and not enough qualified personnel to achieve our goal of cleaning 100% of the catch basins in Town. Funding for new equipment was not approved at the annual Town Meeting. The DPW will continue to request funding and personnel to satisfy this requirement.
- 6.E The Town's Conservation Commission Officer continues to work with the DPW in maintaining the approximate 50+ Town-owned detention basins. The basins are mowed once annually by DPW personnel. In addition, the Conservation Commission Officer ensures that all the stormwater related maintenance is performed on each of the 6 school campuses. Currently, the School Department contracts annually to have all the stormwater structures professionally maintained.
- 6.F Management of pesticides, herbicides and fertilizer application is monitored each year. Herbicide is only applied to control roadside vegetation where it is necessary to reduce the potential for stormwater contamination.



- 6.G The DPW Maintenance Department continues to take a very active role in stormwater pollution prevention. Vehicles are closely monitored and maintained on a regular basis. Repairs are made immediately. Repair Order history print outs assist in determining which vehicles are in need of future maintenance. Personnel are trained and utilize spill control devices when needed. All oil and wastes are disposed of in one location and removed/disposed of by an outside party.
- 6.H An important component to the Town's program is the street sweeping operation. The program is evaluated on annual basis looking for trends and trouble areas. 100% of the streets were swept in the spring and in the fall. The downtown area is swept more frequently in the summer months. Again, the Town continues to be plagued with equipment failures and not enough qualified personnel to achieve this goal. Knowing that the newly issued NPDES MS4 General Permit will have more stringent requirements under this task, the DPW will seek funding again.
- 6.I There has been a collection center for oil & grease waste at the DPW for many years. In addition the salt shed, vehicle maintenance bay and garage are cleaned once a year in February by Clean Harbors. These facilities have closed-system drains with oil/water separators. Records for both are on file at the DPW.
- 6.J The anti-freeze products collection center is maintained properly and waste will be picked up and disposed of by a qualified vendor when the containment system is full.
- 6.K The Conservation Commission Officer continues to ensure that all the stormwater related maintenance is performed on each of the 6 school campuses. Currently, the School Department contracts annually to have all the stormwater structures professionally maintained. A goal for future reporting year is to GPS the infrastructure and update the GIS mapping with this information.



# Navigating the New Stormwater Permit New Tools for Smooth Sailing Through MS4 Compliance



March 30, 2017 – Marlborough, MA

Join CEI along with EPA, MassDEP and stormwater managers throughout the state to learn about the recently issued MS4 Stormwater Permit and how you can move your community through to compliance.

<b>Who Should Attend:</b>	Stormwater Phase II Coordinators, DPW Directors, Highway/Road Agents, City/Town Engineers and Planners, Municipal Stormwater Managers, Facility Managers, State/Federal Stormwater Staff
<b>What You Will Learn:</b>	Advanced MS4 permit details, budgeting, available tools, what others are doing and much more.
<b>When:</b>	Thursday March 30, 2017
<b>Where:</b>	Courtyard Marriott 75 Felton Street Marlborough, MA
<b>Registration Fees:</b>	State/Federal Agency Staff – FREE Students/Non Profits - \$25 Municipal Staff - \$45 Consultants/Other - \$100

Navigating the New Stormwater Permit

March 30, 2017  
Marlborough, MA



New Tools For Smooth Sailing  
Through MS4 Compliance

For more information and registration visit:  
[www.ceiengineers.com](http://www.ceiengineers.com)  
OR call/email  
CEI at 508-281-5160  
[cdube@ceiengineers.com](mailto:cdube@ceiengineers.com)



## Soak Up the Rain New England Webinar Series

Wednesday, November 30th

1:00 to 2:30 EST

[Register Here\\*](#)

### *Latest & Greatest EPA Tools for Implementing Green Infrastructure*

*Join us for the forth webinar of our 2016 series:*

Presenters will provide an introduction to the most recent EPA green infrastructure tools and their use in making decisions about implementing green infrastructure. We will discuss structuring your green infrastructure decision, finding appropriate information and tools, evaluating options and selecting the right Best Management Practices mix for your needs.

- **WMOST** (Watershed Management Optimization Support Tool)- for screening a wide range of practices for cost-effectiveness in achieving watershed or water utilities management goals.
- **GIWiz** (Green Infrastructure Wizard)- a web application connecting communities to EPA Green Infrastructure tools and resources.
- **Opti-Tool**-designed to assist in developing technically sound and optimized cost-effective Stormwater management plans.
- **National Stormwater Calculator**- a desktop application for estimating the impact of land cover change and green infrastructure controls on stormwater runoff.
- **DASEES-GI** (Decision Analysis for a Sustainable Environment, Economy, and Society) – a framework for linking objectives and measures with green infrastructure methods.

**Presenters:** Drs. Marilyn ten Brink, Michael Nye, Jason Berner, and Naomi Detenbeck, EPA Office of Research and Development

\*For questions about the webinar series, or if you have ideas for additional webinars, or a project you would like to showcase, send email to [soakuptherain@epa.gov](mailto:soakuptherain@epa.gov). Email registration site: <https://attendeegotowebinar.com/register/6744331033766302210>

#### Who Should Attend:

Municipal decision-makers and DPW staff, environmental organizations, practitioners, and interested citizens considering a new project or looking to build on an existing program.

#### Webinar Series

We will be focusing on a range of innovative approaches to addressing stormwater in New England, presented by leaders from around New England.

- Hear about stormwater public outreach resources and programs
- See who's soaking up the rain as we showcase green infrastructure projects and programs
- Learn about the latest tools and resources from EPA and others for implementing and promoting green infrastructure and
- Engage with others as we share information about successes, barriers, and lessons learned while implementing green infrastructure in our New England communities.

BMP 6.3  
Don Allan  
Attended  
5/9/14

**Date:** Wed, 13 Apr 2016 17:35:17 +0000 [04/13/2016 01:35:17 PM EDT]  
**From:** Carl Balduf <cbalduf@town.westborough.ma.us>  
**To:** "lallain@town.westborough.ma.us" <lallain@town.westborough.ma.us>  
**Subject:** FW: EPA Releases Long-Awaited MS4 Permit for Massachusetts

**From:** O'Brien, Christine [mailto:obrienc@wseinc.com]  
**Sent:** Wednesday, April 13, 2016 1:13 PM  
**To:** O'Brien, Christine  
**Cc:** Chesebrough, Patricia  
**Subject:** EPA Releases Long-Awaited MS4 Permit for Massachusetts



April 13, 2016 EPA Releases Long-Awaited MS4 Permit for Massachusetts

The Environmental Protection Agency (EPA) has released the next General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for Massachusetts. Important dates / facts:

- § Federal Register Notice: April 13, 2016
- § Permit Effective Date: July 1, 2017
- § Notice of Intentions (NOIs) Due: September 29, 2017
- § **Public Information Sessions:**
  - Springfield: May 9, 2016
  - West Barnstable: May 18, 2016
  - Haverhill: May 19, 2016
  - Westborough: May 24, 2016
  - Boston: June 6, 2016

§ Permit documents available at [https://www3.epa.gov/region1/npdes/stormwater/MS4\\_MA.html](https://www3.epa.gov/region1/npdes/stormwater/MS4_MA.html)

*If you would like assistance in understanding the requirements and anticipated costs associated with the new permit, please contact Ms. Patricia Chesebrough, PE, at 978-532-1900, or [chesebroughp@wseinc.com](mailto:chesebroughp@wseinc.com).*

#### **Part IV. Assessment and Future Activities**

With the issuance of the new 2016 permit Year 15 will be very busy for the Town of Westborough. Increased efforts will be made to improve the completion rate of the tasks described in this report. Also, the Notice of Intent required September 2017 will be completed and submitted for review. The Town will continue to use the Coalition to help with the requirements of the new permit.