TOWN OF WESTPORT

816 Main Road
Massachusetts 02790
The Coastal Agricultural Resource Community of New England
BOARD OF SELECTMEN

Tel. (508) 636-1003
Town Administrator (508) 636-1150
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April 29, 2005

Linda Domizio
Division of Watershed Management
MA Department of Environmental Protection
627 Main Street, 2nd Floor
Worcester, MA 01608

Dear Ms. Domizio:

Attached please find the Town of Westport's NPDES Small MS4 General Permit Annual Report No. 2.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Charlene R. Wood

Charlene R. Wood
Acting Town Administrator

p.c. Board of Selectmen
Bernie Taber, BBP
Gay Gillespie, WRWA
Board of Health
Jack Sisson, Highway Surveyor
Planning Board
Conservation Commission
EPA: US EPA, Water Technical Unit

Post-it® Fax Note 7671	Date 8/16/05 # of pages ▸ 13
To Thelma Murphy	From Charlene Wood
Co./Dept.	Co.
Phone #	Phone # 508-636-1004
Fax # 617-918-0615	Fax # 508-636-1147

Received 8/16/05

Annual Report Number & Reporting Period: **No. 2 March 04 – March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Charlene R. Wood Title: Acting Town Administrator

Telephone #: 508 636-1150/508-636-1004 Email: BOS@westport-ma.g

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: Charlene R. Wood

Printed Name: Charlene R. Wood

Title: Acting Town Administrator

Date: April 29, 2005

Part II. Self-Assessment

The town of Westport has taken strides to implement the NPDES OII Small MS4 General Permit. The town of Westport is not in compliance with the schedule requirements of the permit.

BMP 2-2: Storm Water Management Committee

The Board of Selectmen established a municipal Storm Water Management Program Committee to oversee the town's Phase II program. The committee is comprised of the following town officials: Town Administrator, Highway Surveyor and a representative from the Board of Health, Conservation Commission, and Planning Board. The committee has invited a representative of the Westport River Watershed Alliance to attend the meetings. The Committee will continue to meet at least once each year to oversee and revise the Stormwater Management Program as appropriate and report annually to the selectmen.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1.1	Educational Flyer	Board of Selectmen	Flyer distribution	Flyers are currently in circulation.	Flyers will be made available at town meetings and throughout the town.
Revised					
1.3	Development of Stormdrain Maps	Highway Surveyor	Posting of Maps	Current map posted in Town Hall & And Town Hall Annex	Map info continually being revised by BBAB and BBP and the town.
Revised					

1a. Additions

1.4	Development of "Pooper Scooper" signs w/bags	Westport River Watershed Alliance	Install signs/bags at Head of Westport as part of s.319 grant	Completed	

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1	Public Participation and Citizen Actions	Board of Selectmen	Invite public participation	None	Stormwater Committee will encourage public participation by providing educational material to the general public.
Revised					
2.2	Storm Water Management Committee	Board of Selectmen	Committee formed	Formation of committee was completed In September 2004.	Host annual meeting in the Fall.
Revised					
2.3	Annual Selectmen's Meeting Review	SW Management Committee Chair	Review not completed	To be completed by June 05 Selectmen's Meeting	To be completed by December 04 Selectmen's Meeting
Revised					
2.4	Storm Drain Stenciling	Highway Surveyor	Document catch basins stenciled	None	To be started Spring 05
Revised					
2.5	Hazardous Material Collection	Board of Selectmen	Harzardous material collected	No bids were received for the Fall 04 event.	To be held August 13, 2005.
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3.1	Discharge Identification	Highway Surveyor	Discharge inventory	Working with BBAC and BOH to identify all discharges and flows within Phase II	Produce new map of known discharges
Revised					
3.2	Drainage Network Mapping	Highway Surveyor	Produce maps	Current map posted in Town Hall and Town Hall Annex	New map will be produced once data inventory completed
Revised					
3.3	Illicit Discharge Identification	Highway Surveyor	Discharge Identification	On-going	On-going
Revised					
3.4	Illicit Discharge Prohibitation	Board of Health	Regulatory changes if needed	None	To be started Winter 05
Revised					
3.5	BOH Training	Board of Health	Training provided	None	Training to be completed Winter 05
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4.1	Conservation Commission Bylaw Review	Conservation Commission	Review of regulations, submission of needed changes to Town Meeting.	Review completed by March 05	Wetlands by-law being presented at the May 2005 Annual Town Meeting.
Revised					
4.2	Planning Board Subdivision Regulation Review	Planning Board	Necessary regulation changes made	Review is in progress.	Review completed by March 06
Revised					

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Conservation Commission Bylaws	Conservation Commission	Review of regulations, submission of needed changes to Town Meeting.	None	Review completed by March 05
Revised					
5.2	Planning Board Subdivision Regul-ations Review and Change	Planning Board	Necessary regulation changes made	None	Review completed by March 05
Revised					
Revised					

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1	Highway Department Policy Guide	Highway Surveyor	Development of Policy Guide	None	Work with BBP to develop policy guide
Revised					
6.2	Highway Department Annual Training	Highway Surveyor	Training on policy Guide	None	Will be completed Winter 06
Revised					
6.3	Highway Department Permit Filing	Highway Surveyor	Permits filed as needed	On-going	On-going
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	1,000
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		Pending
▪ days sponsored	(#)	Pending
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2
Total number of structures cleaned	(#)	
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.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Unknown
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Hwy. Dept.
Cost of sweepings disposal	($)	N/A
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	N/A
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N