Municipality/Organization: **TOWN OF WEBSTER**

EPA NPDES Permit Number: **MAR041170**

MaDEP Transmittal Number: **W-21004707**

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: DENNIS WESTGATE Title: SUPERINTENDENT OF HIGHWAYS

Telephone #: 508 949-3862 Email: WEBSTERPARKS@AOL.COM

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: Charles Cormier

Title: Chairman, Board of Selectman

Date: April 28, 2005

Part II. Self-Assessment

THE TOWN OF WEBSTER HAS COMPLETED THE REQUIRED SELF-ASSESSMENT AND HAVE DETERMINED THAT OUR MUNICIPALITY IS IN COMPLIANCE WITH ALL PERMIT CONDITIONS, EXCEPT FOR THE FOLLOWING PROVISIONS:

The Town of Webster permit eligibility with regard to eligibility criteria for "listed species" and critical habitat was pending at the time of our NOI submission. Currently, the Town is contacting the US FWS located in Hadley, MA and requesting written confirmation of all federally endangered species to determine if any species or critical habitat is near a MS4 or discharge points to surface waters.

The Town of Webster permit eligibility with regard to eligibility criteria for historic properties was pending at the time of our NOI submission. Currently, the Town is consulting with the local Historic Commission to determine exact locations of any historic places and if any are in the path of existing discharges or proposed construction of BMPs.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1A Revised	Educational Flyers and Pamphlets	Dennis Westgate	# of materials created & distributed	Distributed 100 flyers advertising "Earth Day", "Adopt a Street Day", "Mercury Collection Day". Erected 10 large banners advertising the same, displayed educational flyers at the Town Hall on Election Day. Snow & Ice pamphlet completed. (Local Recycling Committee created and distributed all flyers through money appropriated by the Town. Last year's grant from the DEP was not available this year which is why only 100 flyers were created instead of 1500)	Continue educational flyers. Circulate Snow & Ice pamphlet that educates the public to low salt areas.
1B Revised	Newspaper – Press Releases	Dennis Westgate	# of storm water related articles published	Advertisements covering "Earth Day", "Mercury Thermometer Collection", "Adopt-A-Street Day", and interviews with the recycling committee were posted in two local papers and the Worcester T&G. planting grant. (Local Recycling Committee submitted and paid for all advertisements)	Continue advertising articles related to the Stormwater program.
1C	Local Cable Access Channel	Dennis Westgate	# of public service announcements made on TV	Throughout the year, all publications listed above were also posted on the local cable access channel.	Continue listing all events and information on the local cable access channel. Notify the public when

Revised					
1D Revised	Hazardous Waste Collection Day	Dennis Westgate	# of people participating/list of materials collected	Hazardous Waste Collection Day was reinstated in '04. The program collected oil paints, pesticides, chemicals, cleaners, automotive wastes, etc.This program was a success with over 100 households participating. (Program was funded by the Town and run by the Recycling Committee, a professional contractor licensed by the State disposed of all materials)	Continue Hazardous Waste Collection Day. (Local Recycling Committee will host program)
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

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
2A	Storm Drain Stenciling	Dennis Westgate	# of drains stenciled	Stenciling has begun on major roadways. Stencils indicate "Storm Drain" with an arrow pointing to the drain in bright yellow located near the centerline of the road.	Continue storm drain stenciling.
Revised					
2B	Stream Cleanup and Monitoring	Dennis Westgate	# of participants & location of streams	Cleanup was done along the French River. (Bartlett High School Project)	Continue cleaning up of streams and rivers.
Revised					
2C	Roadside Cleanup Day	Dennis Westgate	# of participants & miles of roadside cleaned	Webster observed "Earth Day" on May 1, 2004. Between 250- 300 people participated, 75 businesses contributed and over 6 tons of trash was collected. The cleanup was Town wide covering approximately 120 miles of road.	Webster is planning "Earth Day" for May 14, 2005.
Revised					
2D	Attitude Survey	Dennis Westgate	# of completed surveys	Met with Town Clerk and discussed the possibility of distributing a survey with tax bills to save on stamps. The Town Clerk is currently looking into the legalities associated with that task.	Send survey out with quarterly tax bill or find alternate way to distribute survey and identify funding source.
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3A Revised	Mapping Storm Water Outfalls	Dennis Westgate	# of outfalls connecting to streams	Mapping of all MS4s continue. 80% of all drop-inlets located in Webster have been identified and marked with yellow plastic poles in order to find during winter months.	Continue mapping stormwater outfalls and prioritize results.
3B Revised	DPW Employee Education	Dennis Westgate	# of employees educated about storm water	The Highway Superintendent has conducted a ½ day training seminar to all Highway, Parks & Cemeteries personnel.	Conduct annual ½ day training to all Highways, Parks & Cemeteries personnel.
3C Revised	Capital Planning/Budget	Dennis Westgate	Amount of money needed for future projects	Purchased new Elgin street sweeper- $130,000. Engineered two major outfalls $20,000 through a matching-grant including, soil investigation, topographic and resource area mapping and permitting, Construction should begin in late June. Received $168,000 from the State for sediment control to implement the above. Drafted a pamphlet to educate the public on low salt areas. Plan to receive permission from the Board of Selectman to circulate-roughly $2,000	Petition the State for another $168,000 to be used for sediment control. Purchase paper to circulate Snow & Ice pamphlet that educates the public to low salt areas and distribute – roughly $2,000
3D Revised	Assess current By-Laws/Ammend to meet phase II req.	Dennis Westgate	By-law language to prohibit illicit discharges	Met with local planning and conservation boards to discuss rules and regulations related to Stormwater Management	Create a Stormwater Committee comprised of the Highway Superintendent and a member from the Planning Board, Conservation Committee and Zoning Board and Webster Lake Association. Begin drafting Bylaw to prohibit illicit discharges.

Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

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
4A	Site Plan Review	Dennis Westgate	# of sites reviewed prior to construction	The planning board, Conservation Committee, Zoning Board, Highway Superintendent and the Town's Consulting Engineers prior to approval, reviews all subdivision sites and construction impacting an acre or more.	Continue reviewing sites prior to construction and create an inspection sheet for each site.
Revised					
4B	Building Permit Requirement	Dennis Westgate	# of building permits issued	343 building permits were issued between March 04 –March 05.	Continue documenting building permits.
Revised					
4C	Inspection	Dennis Westgate	# of sites inspected	During the construction of subdivisions and sites that impact an acre or more, sites are inspected at least weekly.	Continue inspecting sites at least weekly and create an inspection sheet.
Revised					
4D	Assess Planning Board regs./Ammend to meet phase II req.	Dennis Westgate	Regulations to control runoff from construction projects	Stormwater Committee needs have been identified but the Committee remains to be formed. Biggest hurdle contributing to forming this committee is that under the Town Charter, only the Town Administrator has the authority to form legal committees. Unfortunately, Webster has gone through 3 Town Administrators in the past three years. However, all committee members have been identified and I am hopeful, the committee will form this year.	Create a Stormwater Committee comprised of the Highway Superintendent and a member from the Planning Board, Conservation Committee and Zoning Board and Webster Lake Asssociation. Begin drafting regulations to monitor and control runoff and a bylaw to enforce it.
Revised					

Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5A	Eliminating Curbs and Gutters	Dennis Westgate	# of curb cuts made in existing developments	The Town issued 83 curb cuts in '04	Continue to monitor curb cuts.
Revised					
5B	Urban Forestry	Dennis Westgate	# of trees planted as a result of urban forestry initiatives	Maintained all trees planted through last years grant. Discussed with Board of Selectman tree planting in downtown area. Currently, other downtown projects are underway which would conflict with tree planting.	Wait for current downtown projects to be completed and then discuss tree planting along Main Street with the Board of Selectman. Research the Urban Forestry Grant to determine if trees can be planted in other locations close to the downtown area.
Revised					
5C	Zoning	Dennis Westgate	The amount of open space protected by zoning codes	Current Zoning and Planning Board has gone through significant member change.	Meet with Zoning board to discuss the impact of open space protection on stormwater management.
Revised					
5D	Assess Town Regs./Ammend to meet phase II req.	Dennis Westgate	Regulations to control post construction runoff	Stormwater Committee needs have been identified but the Committee remains to be formed. Biggest hurdle contributing to forming this committee is that under the Town Charter, only the Town Administrator has the authority to form legal committees. Unfortunately, Webster has gone through 3 Town Administrators in the past three years. However, all committee members have been identified and I am hopeful, the committee will form this year.	Create a Stormwater Committee comprised of the Highway Superintendent and a member from the Planning Board, Conservation Committee, Zoning Board and Webster Lake Association. Begin drafting regulations to monitor and control post construction runoff and a bylaw to enforce it.
Revised					
Revised					

Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6A	Parking Lot and Street Cleaning	Dennis Westgate	# of scheduled road cleanings	Completed annual Town-wide sweeping program. All streets within the Town received annual cleaning. Thereafter, street sweeper went out once a week to a needs-based location. Catch Basin Cleaning Program was added to Street Sweeping Program.	Continue programs.
Revised					
6B	Road Salt Application and Storage	Dennis Westgate	Quantity of salt applied to roadways & # of storage facilities	Applied: Total Material 4080 CY 216 CY Mix 1776 CY Salt 2088 CY Sand Salt & Mix stored in approved building Sand stockpiled outdoors	Continue collecting quantity of materials applied to roadways. Consult with Town Officials regarding purchasing a second approved building for storing sand.
Revised	*Road Salt/Sand/Mix Application and Storage*		Cubic Yards of Salt/Sand/Mix applied to roadways & location of storage.		
6C	Drain System Cleaning Program	Dennis Westgate	# of storm drains cleaned regularly	Merged storm drain cleaning with street sweeping program. Still not able to clean every catch basin in one year but program is becoming more efficient.	Continue storm drain cleaning with street sweeping program. Attempt to clean every catch basin each year by sending the catch basin cleaner right behind the street sweeper. Refine as needed.
Revised					
Revised					
Revised					

6a. Additions

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)	
Annual program budget/expenditures		

Education, Involvement, and Training

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

Legal/Regulatory

In Place

	Prior to Phase II	Under Review	Drafted	Adopted
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)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
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)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	

Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

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